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WORKFORCE INVESTMENT SAN FRANCISCO

Local Workforce Investment Board for the City and County of San Francisco

NOTICE OF A PUBLIC MEETING
OF THE
YOUTH COUNCIL
WORKFORCE INVESTMENT SAN FRANCISCO BOARD

Date:	Thursday, February 23, 2006
Time:	4:00 p.m. – 6:00 p.m.
Location:	SF Department of Human Services 170 Otis Street, Born Auditorium San Francisco CA 94103

Copies of materials may be obtained from and/or reviewed at the PIC office at the address shown below and on the PIC's website, www.picsf.org.

AGENDA APPEARS ON THE REVERSE SIDE

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(Chapter 67 of the San Francisco Administrative Code)

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Adele Destro, Interim Administrator
Sunshine Ordinance Task Force
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4683
415-554-7724
Fax: 415-554-5163
E-mail: sotf@sfgov.org

The Sunshine Ordinance is also available online at: www.sfgov.org/site/sunshine_index.asp?id=4673

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Issued: Thursday, February 16, 2006

WORKFORCE INVESTMENT SAN FRANCISCO

Local Workforce Investment Board for the City and County of San Francisco

PROPOSED AGENDA
YOUTH COUNCIL OF THE WISF BOARD
THURSDAY, FEBRUARY 23, 2006

Public Testimony will be taken throughout the meeting

1. Adoption of the Agenda *(Action Item)*
2. Adoption of Youth Council Minutes from the January 26, 2006 meeting (*Action Item*)
3. Consideration of proposed Youth Council Action Plan (*Action Item*)
4. Youth Commission Presentation (Discussion and *Possible Action Item*)
5. Public Testimony on Non-Agenda Items (Discussion Item)
6. Future Agenda Items (Discussion Item)
7. Adjournment *(Action Item)*

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WORKFORCE INVESTMENT SAN FRANCISCO

Local Workforce Investment Board for the City and County of San Francisco

NOTICE OF A PUBLIC MEETING
OF THE
YOUTH COUNCIL
WORKFORCE INVESTMENT SAN FRANCISCO BOARD

Date: Tuesday, March 14, 2006

Time: 4:00 p.m. – 6:00 p.m.

Location: SF Department of Human Services
170 Otis Street, Born Auditorium
San Francisco CA 94103

Copies of materials may be obtained from and/or reviewed at the PIC office at the address shown below and on the PIC's website, www.picsf.org.

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Issued: Monday, March 6, 2006

WORKFORCE INVESTMENT SAN FRANCISCO

Local Workforce Investment Board for the City and County of San Francisco

PROPOSED AGENDA
YOUTH COUNCIL OF THE WISF BOARD
TUESDAY, MARCH 14, 2006

Public Testimony will be taken throughout the meeting

1. Adoption of the Agenda *(Action Item)*
2. Adoption of Youth Council Minutes from the January 26, 2006 meeting (*Action Item*)
3. Consideration of proposed Youth Council Action Plan (*Action Item*)
4. Youth Commission Presentation (Discussion and *Possible Action Item*)
5. Public Testimony on Non-Agenda Items (Discussion Item)
6. Future Agenda Items (Discussion Item)
7. Adjournment *(Action Item)*

Youth Council Action Plan
Proposed Strategies for Moving the Youth Council Forward

Context
The Youth Council is a federally mandated committee of the local Workforce Investment Board (in San Francisco, this body is known as Workforce Investment San Francisco or WISF). The Youth Council's responsibilities include:

(a) Coordinating youth activities in a local area;
(b) Developing portions of the local plan related to eligible youth;
(c) Recommending eligible youth service providers in accordance with WIA'
(d) Conducting oversight with respect to eligible providers of youth activities and
(e) Carrying out other duties, as authorized by the chairperson of the Local Board, such as establishing linkages with educational and other youth entities.

Over the past 18 months, the WISF BOARD has been undergoing a transformation from being a single board staffed by the Private Industry Council (PIC) addressing both policy and implementation issues to two separate entities with the policy aspects of the board being more closely aligned to the City's economic and workforce policies as led by the Mayor's Office of Economic and Workforce Development.

The Youth Council has been in a state of limbo for the past year awaiting these changes and their impact on the Council's work. This Action Plan is an attempt to frame the challenges facing the current Youth Council and propose specific strategies to move the Council forward.

I. Role and Purpose of the Youth Council

In 2004, the Youth Council adopted the following vision:

Our vision is that San Francisco offers a comprehensive and coordinated system of care, which provides a continuum of quality services to ensure that all youth are equipped with the skills, knowledge and abilities to prepare them for successful employment, academic and life choices by age 25.

To accomplish this vision, the Youth Council must shift its focus from a primary ***regulatory*** role of advising solely on the allocation of local WIA funds for WIA-eligible youth, to a ***strategic*** role in designing and implementing a comprehensive system that serves all youth and looks at the total range of youth workforce resources available in San Francisco.

The Youth Council Institute (YCi), a statewide capacity-building initiative for local youth councils, has developed the following framework for looking at the functions of a youth council in building a system serving all youth:

- Convene local leadership to take action
- Coordinate youth services
- Promote policies to sustain effective practice
- Measure quality & impact of local efforts.

(See YCi "Functions of a Youth Council in Building the System")

The framework further outlines the essential elements of a comprehensive local youth-serving system to ensure that:

- All youth are engaged in their learning in the classroom;
- All youth are engaged in their learning in the workplace and community;
- Youth are visible and active in leadership roles; and
- All youth are connected to caring adults & safe environments.

These elements are supported through a formal network of institutions, providers and programs that reinforce a comprehensive set of services and supports that connect the four elements for all youth.

(See YCi "Elements of a Comprehensive Local Youth-Serving System").

Action Steps:

1. Adopt YCi Framework – "All Youth – One System"
2. Schedule an orientation on ETA's new vision and common performance measures for both the WISF Executive Committee and all Youth Council members.

II. Structure

The current Youth Council consists of one general body which undertakes all of its work en-masse. One strategy used by several Youth Councils around the state is to organize their committee structure around the areas of work that they do, such as the Elements of a Comprehensive Youth-Serving System. Working subcommittees would then do focused work that is brought back to the Youth Council as a whole.

Action Step:

1. Organize the structure of the Youth Council around areas of work to be done by working subcommittees.

III. Membership & Leadership

The current membership of the Youth Council consists primarily of senior management of community based organizations and mid-level managers in the public sector. In order to be a truly strategic Youth Council, it is necessary to not only meet WIA required membership regulations, but also have key decision-makers who are capable of making policy and funding decisions for the array of local resources at-the-table.

Action Steps:

1. Create a formal process for identifying and supporting members of the Youth Council, including the selection of members.

2. By March 15, develop a recommended list of new members (minimum 15 member, max. 25) who meet not only regulatory compliance, but also include influential leadership from both the public and private sectors, representing the interests of youth development, economic development, workforce development, social services, education, recreation, juvenile justice and the community.

3. Engage the Youth Commission to help identify and support effective youth involvement on the Youth Council.

4. Switch to having Co-Chairs of the Youth Council, both represented on the WISF Executive Committee, with one member representing the business community.

5. Create an Executive Committee of the Youth Council to be comprised of the Co-Chairs and Chairs of any working subcommittees (TBD).

IV. Relationship to the WISF BOARD

Currently the Youth Council is a mandated committee providing advice to the WISF BOARD on funding for WIA Youth Services. The Youth Council Chair sits on the WISF BOARD and Executive Committee. Given the different developmental needs and strategies of the youth and adult workforce systems, those of young people are often overshadowed.

Action Step:

1. Request an additional Youth Council seat on the WISF Executive Committee.

V. Staffing

Historically (and in accordance with WISF by-laws), the PIC has provided the Youth Council with a dedicated senior manager to staff the Youth Council and serve as a non-voting member. During the transition period of the separation and clarification of the WISF and PIC boards, the PIC has been facilitating the convening of the Youth Council.

Action Step:

1. Make a formal request to the WISF BOARD for dedicated staffing to support the Youth Council.

VI. Strategic Planning

Although the Youth Council underwent a strategic planning process two years ago, much has changed in the landscape. Currently, the WISF Board has engaged several consultants to assist with the development of citywide economic and workforce development planning. A new Youth Council strategic planning process in alignment with the WISF process should be undertaken. This process should be aligned, but separate to address the unique needs of the youth workforce system and staffed to ensure that the process move forward, achieve the desired outcomes and serve to inform the WISF Board strategic planning process.

Action Step:

1. Request funding from the WISF BOARD for an RFP to secure a facilitator to:
    - Orient the new Youth Council on WIA, their roles and charge;
    - Gather data on existing services and resources;
    - Lead a strategic planning process; and
    - Develop a workplan that includes strategic priorities and strategies for implementation.

Submitted by Glenn Eagleson, Youth Council Member

YCi

ELEMENTS OF A COMPREHENSIVE LOCAL YOUTH-SERVING SYSTEM

ACADEMIC EXCELLENCE

All youth are engaged in their learning in the classroom

- High academic achievement is expected for all youth
- Workplace experiences support academic learning
- Alternative Education options address multiple learning styles
- Quality educational opportunities exist for older and out-of-school youth
- Multiple post-secondary experiences are available
- All youth are prepared for and understand educational options

CAREER PREPARATION

All youth are engaged in their learning in the workplace and community

- Career exposure, awareness and preparation activities are provided
- Classroom learning supports career preparation
- Sequenced work-based learning is linked to academic learning
- Work experiences are tailored to meet individual needs
- All youth are prepared for and understand career options

ALL YOUTH
ONE SYSTEM

YOUTH DEVELOPMENT & SUPPORT

All youth are connected to caring adults & safe environments

- A broad range of support services and activities address individual needs
- All activities are intentionally connected
- All activities focus on promoting the assets of the individual
- All activities foster a sense of personal identity and community responsibility
- All youth and parents are aware of and access appropriate options

YOUTH LEADERSHIP

Youth are visible and active in leadership roles

- Youth actively participate in shaping the system
- Youth are engaged as decision makers
- Youth are encouraged and supported in leadership roles
- Youth leadership opportunities are leveraged and connected
- Youth voice drives policy and decision making

COMPREHENSIVE APPROACH

A formal network provides the foundation for a coordinated system

- Community leadership is engaged and supports collaboration
- An operational infrastructure is in place
- The system is focused on quality and is responsive to emerging needs
- All components of the system are connected
- All partners have clear roles and responsibilities
- Adequate resources are available and leveraged
- The community is aware of and publicly supports a focus on youth issues

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CA Youth Council Institute is a project of the CalWIB

Designed by Bonfire Communications

YCi

FUNCTIONS OF A YOUTH COUNCIL IN BUILDING THE SYSTEM

CONVENE LOCAL LEADERSHIP TO TAKE ACTION

Youth Councils must recruit & support appropriate members.

They also:

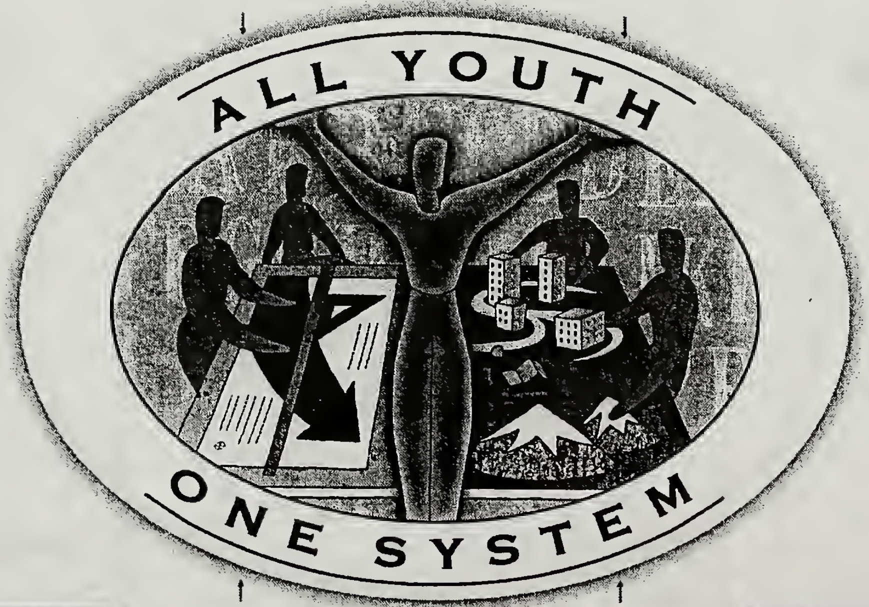
- Engage Council in decision-making & action
- Establish effective governance & committee structure
- Leverage youth-serving resources
- Educate leadership on system & lessons learned

COORDINATE YOUTH SERVICES

Youth Councils must ensure effective implementation of WIA's 10 elements.

They also:

- Map all services available to youth in the community
- Develop framework for youth services
- Define single year-round, comprehensive, coherent system
- Intentionally link youth-serving organizations (including schools)



PROMOTE POLICIES TO SUSTAIN EFFECTIVE PRACTICES

Youth Councils must make formal recommendations to the local WIB.

They also:

- Guide & develop broad youth policy
- Advocate for and with youth
- Educate leadership & generate public awareness
- Catalyze shift from programs to one system

MEASURE QUALITY & IMPACT OF LOCAL EFFORTS

Youth Councils must assess, recommend, evaluate and hold providers accountable.

They also:

- Encourage youth involvement in decision-making
- Benchmark best practices
- Set quality standards based on best practices
- Motivate individuals, agencies & communities to improve quality of youth services

WORKFORCE INVESTMENT SAN FRANCISCO

Local Workforce Investment Board for the City and County of San Francisco

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NOTICE OF A PUBLIC MEETING
OF THE
YOUTH COUNCIL
WORKFORCE INVESTMENT SAN FRANCISCO BOARD

Date: Thursday, April 20, 2006

Time: 4:00 p.m. – 6:00 p.m.

Location: SF Department of Human Services
170 Otis Street, Born Auditorium
San Francisco CA 94103

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Issued: Tuesday, April 11, 2006

WORKFORCE INVESTMENT SAN FRANCISCO

Local Workforce Investment Board for the City and County of San Francisco

PROPOSED AGENDA
YOUTH COUNCIL OF THE WISF BOARD
THURSDAY, APRIL 20, 2006

Public Testimony will be taken throughout the meeting

1. Adoption of the Agenda *(Action Item)*
2. Adoption of Youth Council Minutes from the January 26, 2006 meeting (*Action Item*)
3. Consideration of proposed Youth Council Action Plan (*Action Item*)
4. Proposed Youth Commission Presentation (Discussion and *Possible Action Item*)
5. Update on Workforce Investment Act (WIA) Youth Program Evaluations (Discussion Item)
6. Public Testimony on Non-Agenda Items (Discussion Item)
7. Future Agenda Items (Discussion Item)
8. Adjournment *(Action Item)*

WORKFORCE INVESTMENT SAN FRANCISCO

Local Workforce Investment Board for the City and County of San Francisco

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NOTICE OF A PUBLIC MEETING
OF THE
YOUTH COUNCIL
WORKFORCE INVESTMENT SAN FRANCISCO BOARD

Date: Thursday, May 25, 2006

Time: 4:00 p.m. – 6:00 p.m.

Location: SF Department of Human Services
170 Otis Street, Born Auditorium
San Francisco CA 94103

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Issued: Thursday, May 18, 2006

WORKFORCE INVESTMENT SAN FRANCISCO

Local Workforce Investment Board for the City and County of San Francisco

PROPOSED AGENDA
YOUTH COUNCIL OF THE WISF BOARD
THURSDAY, MAY 25, 2006

Public Testimony will be taken throughout the meeting

1. Adoption of the Agenda *(Action Item)*
2. Adoption of Youth Council Minutes from the April 20, 2006 meeting (*Action Item*)
3. Update on Youth Employment Quality Standards (Discussion Item and *Possible Action Item)*
4. One Stop Operator Consortium Presentation (Discussion Item)
5. Update on Common Performance Measures (Discussion Item)
6. Workforce Investment Act (WIA) Formula Youth Program Performance Review and Initial Program Year (PY) 2006 Funding Recommendations (Discussion and Possible *Action Item*)
7. Public Testimony on Non-Agenda Items (Discussion Item)
8. Future Agenda Items (Discussion Item)
9. Adjournment *(Action Item)*

PEPNet Quality Standards

Category I. Management for Quality

1.1 Mission. Programs have a clear purpose and goals based on community needs.
1.2 Leadership. Programs have leaders focused on the success of the mission.
1.3 Staff. Programs have staff that are qualified, competent and supported.
1.4 Financial Management. Programs manage their financial resources responsibly.
1.5 Performance Accountability. Programs hold themselves accountable for goals.
1.6 Information Management. Programs collect and report complete, accurate date.
1.7 Continuous Improvement. Programs evaluate and improve what they do.
1.8 Sustainability. Programs manage resources and strategize longevity.

Category II. Programmatic Approach.

2.1 Target Youth. Programs target youth served with their mission.
2.2 Environment & Climate. Programs offer a safe and structured environment.
2.3 Instructional Approach. Programs use methods that engage youth in learning.
2.4 Collaboration. Programs leverage resources through collaborative relationships.
2.5 Individual Planning & Guidance. Programs provide individualized services based on each youth's needs.
2.6 Wrap-Around Support. Programs help youth meet comprehensive service needs.
2.7 Youth Engagement. Programs engage youth in the program and their community.
2.8 Employer Engagement. Programs engage public and private sector employers.
2.9 Transition Support. Programs help youth transition to independent activity.

Category III. Youth Development Competencies

3.1 Working. Programs help youth to develop work competencies and self sufficiency.
3.2 Academic Learning. Programs help youth to develop academic achievement.
3.3 Connecting. Programs help youth to develop positive social skills.
3.4 Leading. Programs help youth to develop responsibility and civic involvement.
3.5 Thriving. Programs help youth to develop physical health and personal well being.

Category IV. Focus on Youth Results

4.1 Working Outcomes. Programs demonstrate work readiness and employment outcomes.
4.2 Academic Learning Outcomes. Programs demonstrate academic achievement.
4.3 Productive Engagement Outcomes. Programs demonstrate youth are productive engaged in society.
4.4 Program-Specific Outcomes. Programs demonstrate other essential outcomes.
4.5 Working Progress Measures. Programs demonstrate progress towards youth achieving outcomes in employment and self-sufficiency.
4.6 Academic Learning Progress Measures. Programs demonstrate progress towards academic achievement outcomes.
4.7 Other Youth Development Progress. Programs demonstrate progress towards attaining competencies in connecting, leading and thriving.

PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
creating
employment
opportunities

MEMORANDUM

TO: WISF YOUTH COUNCIL **DATE:** MAY 18, 2006

FROM: WESLEY L. DIXON, PRESIDENT

SUBJECT: WIA FORMULA YOUTH PROGRAM PERFORMANCE REVIEW AND INITIAL PROGRAM YEAR 2006 FUNDING RECOMMENDATIONS (AGENDA ITEM #6)

ACTION REQUESTED

The Youth Council is asked to review Program Years (PY) 2004 and 2005 performance outcomes for youth subcontractors, and approve an initial funding plan for PY 2006 WIA Youth subcontracted services.

BACKGROUND

In May 2005, the PIC Staff presented the Youth Council with evaluations of youth subcontractors' program and service delivery designs. A critical evaluation factor was the degree to which the programs' services met the Youth Council's stated priorities. The only performance indicator that was evaluated then concerned enrollments, as other performance outcomes were sparse at that time. Programs that had achieved at least 75% of their April enrollment goals were deemed in good standing and were eligible for a baseline funding level. Funds were added to that according to the level to which the program designs met the stated Youth Council priorities.

STATE PERFORMANCE REVIEW

In October 2005, PIC received the attached worksheet (Attachment A) detailing San Francisco's final PY 2004-05 performance with a comparison to its PY 2003-04 performance. Formulae used by the State to calculate performance are on Attachment B. There was an increase in the success rate in 12 of the 15 standards. In addition, San Francisco exceeded all four of the negotiated performance goals for Adults, thus making San Francisco eligible for a 25% Exemplary Performances award. However, San Francisco failed performance measures for the Younger Youth Credential/Diploma Rate two years in a row. Failure is defined as falling below 80% of goal. Thus, a Corrective Action Plan will be required within 60 days after we receive an official notification letter from the State. We have not yet received any State notification. According to the State's Directive WIAD02-4, the corrective action plan must be signed by both the Chief Elected Official (Mayor) and Local Workforce Investment Board Chairperson. Nonperformance in one or more of the same performance measures in two consecutive years will result in the Governor imposing sanctions as provided for under WIA Section 136, which includes the option to appoint and certify a new local workforce board and/or prohibit the use of eligible providers and one stop partners identified as achieving a poor level of performance.

PY 2004 AND 2005 PEFORMANCE GOALS

When we negotiated current youth contracts, we were advised that the 2004 goals would be in effect until the State negotiated 2005 goals. We included the following statement and goals information in all youth subcontracts:

Subcontractor will be evaluated on its performance outcomes according to the negotiated Participant Characteristics and Performance Goals Summary (PIC 122.1) and the degree to which it assists San Francisco to achieve its local performance goals. The following State required minimum performance standards for PY 2004 are still in effect until the State negotiates PY 2005 goals, as per WIA Draft Directive WIADD-92.

See Table below for specific (2004) goals included in all Youth subcontracts.

On March 23, 2006 we received Draft Directive WIADD – 113 providing proposed WIA 2005 local performance goals (retroactive to July 1, 2005). See Table below for proposed 2005 goals.

COMPARISON OF 2004 AND 2005 GOALS AND 2004 PERFORMANCE

Measure	**2004 Goal**	**2005 Goal**	**2004 Actual**
Skill Attainment (Younger Youth)	67.4%	72.7%	**64.8%**
Credential/Diploma/Degree (Younger Youth)	56%	66%	**36.5%**
Credential/Diploma/Degree (Older Youth)	30%	38%	**27.9%**
Entered Employment Rate (Older Youth)	60.4%	65.4%	68.1%
Retention Rate (Younger Youth)	48%	55.5%	**40.2%**
Retention Rate (Older Youth)	80%	80.2%	**74.2%**
Earnings Change (Older Youth)	$3,070	$3,568	$4,308
WIA Draft Directive	WIADD-92	WIADD-113	

INDIVIDUAL SUBCONTRACTOR PERFORMANCE FOR PY 2004 & 2005

The data in the attached spreadsheets (Attachment C) reflect all of the performance paperwork that has been received and entered into the reporting database as of this date for outcomes through March 2006. Subcontractors' self-evaluations are also attached.

The data include actual versus planned enrollments for the current program year, and outcomes for the 2004 program year. Because of the complexity of the measures and differing time periods measured by the state versus our one-year contracts, the individual subcontractor data do not tell us much in relation to San Francisco's overall goal attainment.

After three quarters of this program year (March 2006), several of the programs had very low or no enrollments for PY 2005. Certifying eligibility and obtaining the required documentation remain onerous. Also, follow up is required by WIA for a full 12 months after services are complete. WIA funding is not a good match for some programs and their target populations, as evidenced by their continued struggle to comply with WIA requirements. Other less restrictive funding should be sought for programs that cannot meet the eligibility documentation requirements or the follow up requirements.

AVAILABLE FUNDING

Because of difficulties in using census data to determine States' allotments this year, it is doubtful that local areas will be informed of their allocations before the year begins on July 1, 2006. In addition, the Executive Committee of the Workforce Investment San Francisco Board has not determined the portion of the allocations that will be available for subcontracted services. In light of that, the funding recommendations are general in nature and do not specify dollar amounts.

FUNDING RECOMMENDATIONS

Staff based the general recommendations (Attachment D) on available enrollment and outcome data. It is not known if the youth amount allocated to San Francisco and the portion set aside by the Executive Committee for subcontracts will be sufficient to fund all of those as recommended.

PY 2006 PERFORMANCE GOALS

According to DOL, the seven WIA youth statutory measures above remain intact for PY 2005 and PY 2006. However, beginning PY 2006 (July 1, 2006), some definitional changes will occur with respect to the older youth credential measure and the definition of advanced training/occupational skills training. These changes will not be retroactive, however. The definitional changes and other clarifications effecting youth programs, taken directly from the Department of Labor's Training and Employment Guidance Letter 17-05, are shown on Attachment E.

COMMON MEASURES

One way of evaluating and improving performance is to have common performance measures for programs with similar goals. Several federal departments have worked to define common measures, and as of July 1, 2005, these measures were implemented in the Department of Labor (DOL) for the WIA title IB and Wagner-Peyser employment services and VETS programs. The Trade Adjustment Assistance (TAA) programs implemented the common measures on October 1, 2005.

When WIA is re-authorized, if it includes the common measures as indicators for performance as proposed by the Administration, there will be 3 youth measures:

- Placement in Employment or Education (post –secondary)
- Attainment of degree or certificate (strictly defined)
- Literacy and Numeracy Gains (only for out-of-school youth)

Please see Attachment F, which contains the formulae for calculating the common measures. As staff has advised previously, the only positive outcomes for in-school youth would be graduating from high school with a diploma or GED, placement in a job or in post-secondary education or advanced training/occupational skills training. Returning to school and skills gains would no longer be outcomes we could pursue for in-school youth.

Program Design implications associated with the common measures for youth as identified by DOL include:

- Common measure outcomes are unlikely to be met unless youth participate for extended periods
    - in-school younger youth must remain engaged until they graduate or receive a GED and go on to employment or post-secondary education
    - out-of-school youth who are basic skills deficient will likely need time to improve one or more educational functioning levels
    - summer programs that enroll WIA youth for the summer only are unlikely to achieve positive outcomes
- Since long-term participation is needed to achieve outcomes, more than ever, WIA youth must have access to a network of services, not a single program or provider
    - strategic case management will be needed to connect youth to multiple programs
    - short-term attainable goals for youth and youth programs need to be developed to support long-term positive outcomes
        - For Youth: Setting intermediate goals (outcomes) helps them see progress, which contributes to engagement and retention
        - For WIA Youth Programs: WIA outcomes aren't appropriate to use as program outcomes for one-year contracts; develop intermediate measures to monitor program success, including participation rates, skill/goal attainment rates. Balance outcomes with outputs
- When done well, assessment sets the stage for all future services across programs; when done poorly, it can have a negative impact on individual youth success and youth program success

WIA REAUTHORIZATION

The common measures will not be used as performance indicators until WIA is re-authorized. DOL has already negotiated PY 2006 performance levels with the States based on the current statutory seven. For an update on WIA authorization, please see Attachment G, from the National Association of Workforce Boards.

Staff will be present at your May 25th meeting. If you have any questions before the meeting, please contact Karen Hart at 923-4260 or Alfredo Fajardo at 923-4229.

Attachments

cc: WISF Board Members
WIA Formula-Funded Youth Program Subcontractors

SAN FRANCISCO PERFORMANCE - PY 04-05 COMPARED TO PY 03-04

		PY 04-05 Negotiated Performance Level	PY 04-05 Actual Performance Level	**PY 04-05 Success Rate**	**Exceed / 80%+ (Pass) / Fail**	PY 03-04 Negotiated Performance Level	PY 03-04 Actual Performance Level	PY 03-04 Success Rate	Exceed / 80%+ (Pass) / Fail	Change from Prior PY	2nd Year Failed?
Entered Rate Employment Rate	Adults	71.2%	79.9%	**112.22%**	**E**	same as 04-05	80.6%	113.19%	E	-0.97%	n/a
	DW	77.9%	85.0%	**109.11%**	**E**	same as 04-05	85.2%	109.40%	E	-0.29%	n/a
	Older Youth	60.4%	68.1%	**112.75%**	**E**	same as 04-05	65.7%	108.73%	E	+4.02%	n/a
Retention Rate	Adults	79.9%	86.0%	**107.35%**	**E**	same as 04-05	78.0%	97.60%	P	+9.75%	n/a
	DW	88.4%	94.1%	**106.45%**	**E**	same as 04-05	94.1%	106.43%	E	+0.02%	n/a
	Older Youth	79.9%	74.2%	**92.87%**	**P**	same as 04-05	81.8%	102.40%	E	-9.53%	n/a
	Younger Youth	47.5%	40.2%	**84.63%**	**P**	same as 04-05	33.7%	70.95%	F	+13.68%	NO
Earnings Change/Replacement in	Adults	$3,360	$3,878	**115.42%**	**E**	same as 04-05	$3,832	114.06%	E	+1.36%	n/a
	DW	87.4%	72.1%	**82.49%**	**P**	same as 04-05	68.3%	78.10%	F	+4.39%	NO
	Older Youth	$3,070	$4,308	**140.33%**	**E**	same as 04-05	$1,585	51.63%	F	+88.67%	NO
Six Months Credential/ Diploma Rate	Adults	55.0%	55.7%	**101.27%**	**E**	50.0%	45.4%	90.76%	P	+10.51	n/a
	DW	58.0%	78.2%	**134.83%**	**E**	same as 04-05	73.1%	126.09%	E	+8.74%	n/a
	Older Youth	30.0%	27.9%	**93.00%**	**P**	same as 04-05	21.5%	71.73%	F	+21.27%	NO
	Younger Youth	55.5%	36.5%	**65.77%**	**F**	55.0%	3.2%	5.87%	F	+59.90%	YES
Skill Attainment Rate	Younger Youth	67.4%	64.8%	**96.14%**	**P**	same as 04-05	64.1%	95.07%	P	+1.07%	n/a

PY 04-05 Performance	Negotiated Performance Goals	Met or Exceeded	Passed	Failed
Adult	**4**	**4**	0	0
DW	4	**3**	1	0
Older Youth	4	2	2	0
Younger Youth	3	0	2	1

Eligible for 25% incentive award

PY 2004/2005/2006 WIA Youth Performance Formulae Attachment B

Older Youth (19-21 years old) Measures

Entered Employment Rate
Of those who are not employed at registration and who are not enrolled in post-secondary education or advanced training in the 1st Qtr. after exit:
# of older youth (OY) who have entered employment by the end of the 1st Qtr. after exit
# of OY who exit during the quarter

Employment Retention Rate
Of those who are not employed at registration and who are not enrolled in post-secondary education or advanced training in the 3rd Qtr. after exit:
# of OY who are employed in 3rd Qtr. after exit
# of OY who exit during the quarter

Earnings Change in Six Months
Of those who are employed in 1st Qtr. after exit who are not enrolled in post-secondary education or advanced training in the 3rd Qtr. after exit:
[Total Post-Program Earnings (earnings in Qtr 2 + Qtr 3 after exit)] - [Pre-Program Earnings (earnings in Qtrs 2 + 3 prior to registration)]
# of OY who exit during the quarter

Credential Rate
# of OY who were in employment, post-secondary education, or advanced training (definition change in PY 2006) in the first Qtr. after exit and received a credential (certificate in PY 2006) by the end of 3rd Qtr. after exit
# of OY who exit during the quarter

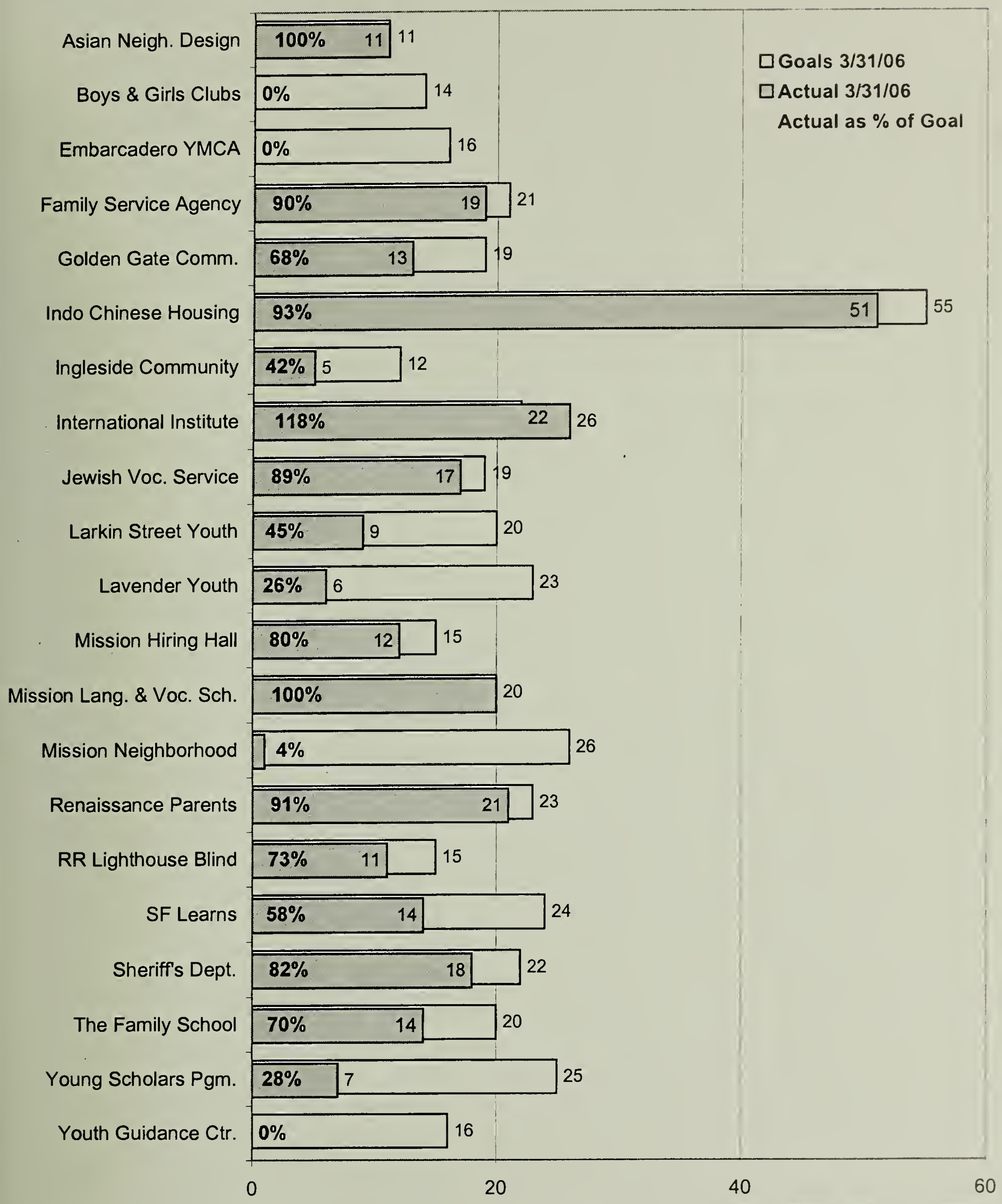
Younger Youth (14-18 years old) Measures

Skill Attainment Rate
Of all in-school youth and any out-of-school youth assessed to be in need of basic skills, work readiness skills, and/or occupational skills:
Total # of attained basic skills + # of attained WR skills + # of attained Occ. skills
Total # of basic skills goals + # of WR skills goals + # of Occ. skills goals

Diploma or Equivalent Attainment Rate
Of those who register without a diploma or equivalent:
# of younger youth (YY) who attained a secondary school diploma or equivalent by the end of the 1st Qtr. after exit
# of YY who exit during the Qtr. (except those still in secondary school at exit)

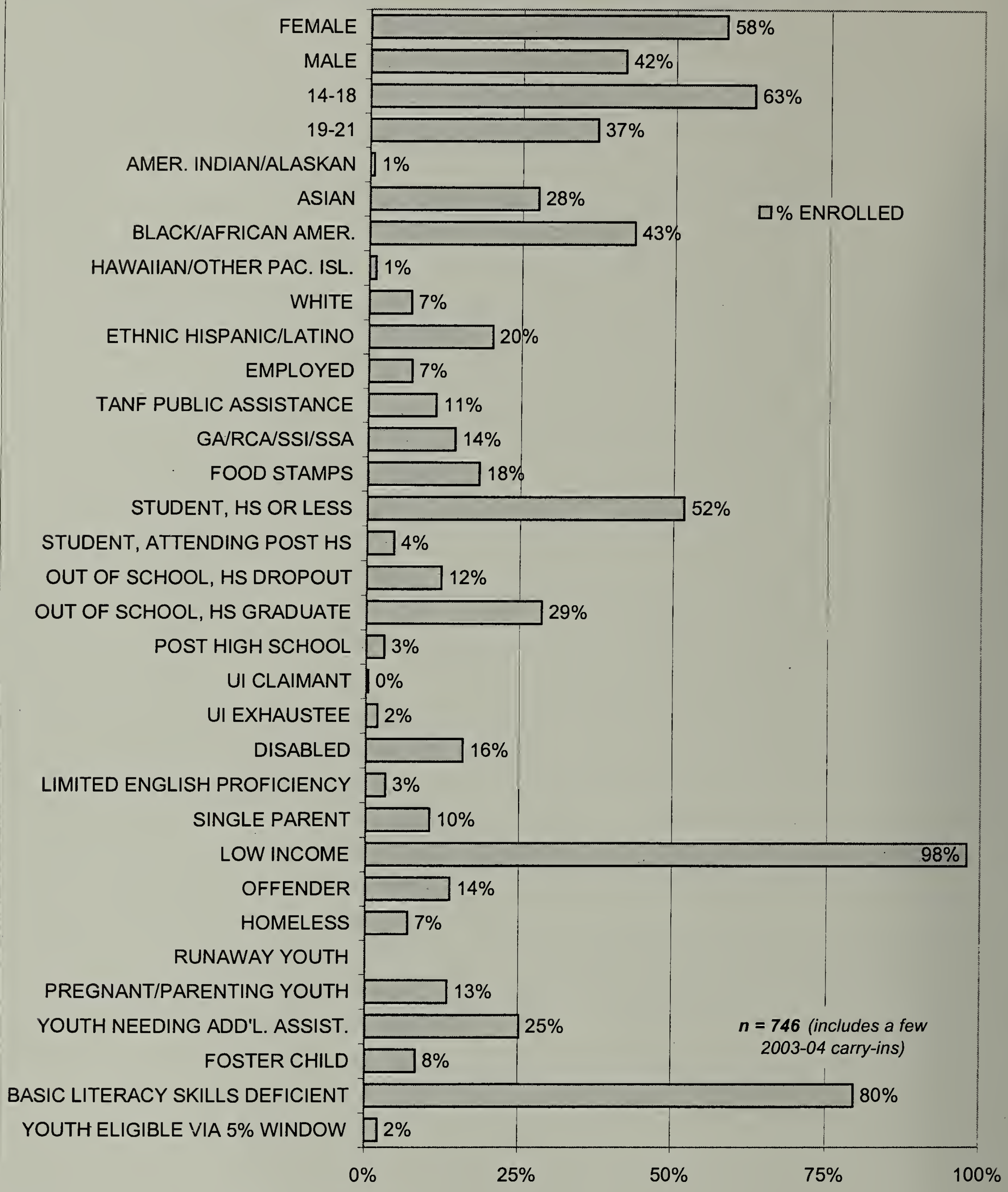
Retention Rate
# of younger youth found in one of the following in the 3rd Qtr. after exit:
-- post secondary education
-- advanced training (definition change in PY 2006)
-- employment
-- military service
-- qualified apprenticeships
# of YY who exited during the Qtr. (except those still in secondary school at exit)

ATTACHMENT C



2005-06 WIA YOUTH ENROLLMENT

ATTACHMENT C



PARTICIPANT CHARACTERISTICS: YOUTH ACTIVE 07/2004-PRESENT

n = 746 (includes a few 2003-04 carry-ins)

PY' 04-05
Younger Youth

WIA Youth Program - 301

PY' 04- 05

Period : 07/01/04 - 06/30/05

ATTACHMENT C

gency Name	Total Served	Total Exits	Termination Rate	Total Placements	Placement Rate	Sum of All Goals Attained	Sum of All Goals Set	Skill Attainment Rate	Emp 1st Qtr F.Up	90 day Retention Rate	Emp 2nd Qtr F.Up	Emp 3rd Qtr F.Up	WIA Retention Rate	Emp 4th Qtr F.Up	Credential at Exit	Credential Rate
SIAN NEIGHBORHOOD DESIGN	4	2	50%	1	50%	2	9	22%	0		0	0		0	1	50%
ISSION HIRING HALL	11	11	100%	6	55%	32	32	100%	8	133%	4	2	25%	1	2	18%
ISSION LANGUAGE & VOC.SCHOOL	9	9	100%	7	78%	22	26	85%	2	29%	2	2	100%	1	6	67%
ISSION NEIGHBORHOOD CTR, INC.	19	19	100%	0	0%	18	40	45%	0		0	0		0	1	5%
UTH GUIDANCE CTR/IMPRV COMM.	17	1	6%	0	0%	0	34	0%	0		0	0		0	0	
WISH VOCATIONAL SERVICE	13	13	100%	1	8%	11	15	73%	0	0%	0	0		0	3	23%
GLESIDE COMMUNITY CENTER	5	5	100%	0	0%	8	8	100%	0		0	0		0	1	20%
E FAMILY SCHOOL	8	7	88%	1	14%	16	21	76%	0	0%	0	0		0	2	29%
ISCOPAL COMM. SERV. OF S.F.	10	10	100%	0	0%	0	22	0%	0		0	0		0	0	
TERNATIONAL INSTITUTE OF SF	21	21	100%	0	0%	52	62	84%	0		0	0		0	3	14%
MILY SERVICE AGENCY OF S.F.	19	16	84%	4	25%	17	21	81%	5	125%	3	3	60%	0	3	19%
NAISSANCE PARENTS OF SUCCESS	23	23	100%	3	13%	51	55	93%	0	0%	0	0		0	3	13%
YS AND GIRLS CLUB OF S.F.	18	16	89%	0	0%	43	53	81%	0		0	0		0	0	
RKIN STREET YOUTH SERVICES	6	4	67%	2	50%	1	6	17%	2	100%	1	0		0	1	25%
N FRANCISCO SHERIFF'S DEPT.	2	2	100%	0	0%	6	6	100%	0		0	0		0	0	
IBARCADERO YMCA/YCH SCHOOL	6	6	100%	0	0%	0	9	0%	0		0	0		0	0	
UNG SCHOLARS PROGRAM	27	27	100%	0	0%	47	47	100%	0		0	0		0	1	4%
LDEN GATE COMMUNITY, INC.	12	12	100%	4	33%	26	32	81%	2	50%	1	1	50%	0	1	8%
VENDER YTH REC & INFO. CTR	6	6	100%	1	17%	10	10	100%	0	0%	0	0		0	0	
LEARNS	25	24	96%	0	0%	12	74	16%	0		0	0		0	0	
SE RESNICK LIGHTHOUSE BLIND	7	6	86%	2	33%	13	16	81%	0	0%	0	0		0	0	
O CHINESE HOUSING DEV. CORP	32	30	94%	8	27%	49	66	74%	1	13%	1	0		0	5	17%
Grand Total	**300**	**270**	90%	**40**	15%	**436**	**664**	66%	**20**	50%	**12**	**8**	40%	**2**	**33**	12%

acement Rate calculation is Total Placements divided by Total Exits

ill Attainment Rate calculation is Goals Attained divided by Goals Set

Skill Attainment is **not** a performance measure for Older Youth

r Younger Youth, the important performance measures are Credentials, Skill Attainment, and Retention Rate

Day Retention Rate calculation is Total Retention divided by Total Placement. Numbers greater than 100% reflect
lded placements in 1st quarter after exit

e WIA Retention Rate calculation is the number of participants who are employed in the 3rd quarter after exit divided
the number of participants who exit during the quarter

PY' 04-05
Older Youth

WIA Youth Program - 301

PY' 04- 05

Period : 07/01/04 - 06/30/05

ATTACHMENT C

Agency Name	Total Served	Total Exits	Termination Rate	Total Placements	Placement Rate	Sum of All Goals Attained	Sum of All Goals Set	Skill Attainment Rate	Emp 1st Qtr F.Up	90 day Retention Rate	Emp 2nd Qtr F.Up	Emp 3rd Qtr F.Up	WIA Retention Rate	Emp 4th Qtr F.Up	Credential at Exit	Credential Rate
ASIAN NEIGHBORHOOD DESIGN	8	8	100%	2	25%	1	2	50%	1	50%	1	0		0	7	88%
MISSION HIRING HALL	6	6	100%	4	67%	2	2	100%	5	125%	3	1	20%	1	1	17%
MISSION LANGUAGE & VOC.SCHOOL	11	11	100%	6	55%	0	0		3	50%	2	0		0	6	55%
MISSION NEIGHBORHOOD CTR, INC.	7	7	100%	0	0%	3	3	100%	0		0	0		0	0	
JEWISH VOCATIONAL SERVICE	8	8	100%	0	0%	3	3	100%	0		1	1		0	1	13%
INGLESIDE COMMUNITY CENTER	10	10	100%	3	30%	0	0		0		0	0		0	0	
THE FAMILY SCHOOL	19	19	100%	5	26%	0	2		2	40%	2	0		0	1	5%
EPISCOPAL COMM. SERV. OF S.F.	2	2	100%	0	0%	0	0		0		0	0		0	0	
INTERNATIONAL INSTITUTE OF SF	1	1	100%	0	0%	0	0		0		0	0		0	0	
FAMILY SERVICE AGENCY OF S.F.	9	7	78%	2	29%	0	0		3	150%	3	3	100%	0	2	29%
RENAISSANCE PARENTS OF SUCCESS	1	1	100%	0	0%	0	0		0		0	0		0	0	
LARKIN STREET YOUTH SERVICES	14	13	93%	8	62%	0	0		2	25%	1	1	50%	0	1	8%
SAN FRANCISCO SHERIFF'S DEPT.	22	22	100%	5	23%	0	0		0		0	0		0	1	5%
EMBARCADERO YMCA/YCH SCHOOL	2	2	100%	0	0%	0	2		0		0	0		0	0	
GOLDEN GATE COMMUNITY, INC.	3	3	100%	0	0%	0	0		0		0	0		0	0	
LAVENDER YTH REC & INFO. CTR	18	18	100%	2	11%	0	0		0		0	0		0	0	
ROSE RESNICK LIGHTHOUSE BLIND	8	7	88%	4	57%	0	0		0		0	0		0	0	
INDO CHINESE HOUSING DEV. CORP	14	13	93%	0	0%	0	0		0		0	0		0	1	8%
Grand Total	**164**	**159**	97%	**41**	26%	**9**	**14**	64%	**16**	39%	**13**	**6**	38%	**1**	**21**	13%

Placement Rate calculation is Total Placements divided by Total Exits

Skill Attainment Rate calculation is Goals Attained divided by Goals Set

Skill Attainment is **not a performance measure for Older Youth

For Older Youth, the important performance measures are credential, entered employment rate, earnings change, and retention rate

90 Day Retention Rate calculation is Total Retention divided by Total Placement. Numbers greater than 100% reflect added placements in 1st quarter after exit

The WIA Retention Rate calculation is the number of participants who are employed in the 3rd quarter after exit divided by the number of participants who exit during the quarter

YOUTH SUBCONTRACTOR FUNDING RECOMMENDATIONS

Attachment D

Recommended For Full 2006 Funding

Asian Neighborhood Design
Family Service Agency
Golden Gate Community, Inc.
Indo-Chinese Housing Development Corporation
International Institute of San Francisco
Jewish Vocational Service
Mission Hiring Hall, Inc.
Mission Language and Vocational School
Renaissance Parents of Success
Rose Resnick Lighthouse for the Blind
San Francisco Sheriff's Department
The Family School

Recommended For Reduced 2006 Funding

Ingleside Community Center
Larkin Street Youth Services
Lavender Youth Recreation & Information Center
SF Learns / Tides Center
Young Scholars Program

Not Recommended For 2006 Funding

Boys & Girls Clubs of San Francisco
Mission Neighborhood Centers
YMCA - Youth Chance High School
Youth Treatment & Education Court - Youth Guidance Center Improvement Committee

DEFINITIONS OF KEY WIA TERMS

Advanced Training *- This is an occupational skills employment/training program, not funded under Title I of the WIA, which does not duplicate training received under Title I. It includes only training outside of the One-Stop, WIA, and partner system (i.e., training following exit). (Please note: this term applies to the current WIA younger youth measures only, it does not apply to the common measures).*

Advanced Training/Occupational Skills Training *– To count as a placement for the Youth* ***Common Measures****, advanced training constitutes an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Such training should: (1) be outcome-oriented and focused on a long-term goal as specified in the Individual Service Strategy, (2) be long- term in nature and commence upon program exit rather than being short-term training that is part of services received while enrolled in ETA-funded youth programs, and (3) result in attainment of a certificate (as defined below under this attachment).*

Certificate – A certificate is awarded in recognition of an individual's attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation. These technical or occupational skills are based on standards developed or endorsed by employers. Certificates awarded by workforce investment boards are not included in this definition. Work readiness certificates are also not included in this definition. A certificate is awarded in recognition of an individual's attainment of technical or occupational skills by:

- A state educational agency or a state agency responsible for administering vocational and technical education within a state.
- An institution of higher education described in Section 102 of the Higher Education Act (20 USC 1002) that is qualified to participate in the student financial assistance programs authorized by Title IV of that Act. This includes community colleges, proprietary schools, and all other institutions of higher education that are eligible to participate in federal student financial aid programs.
- A professional, industry, or employer organization (e.g., National Institute for Automotive Service Excellence certification, National Institute for Metalworking Skills, Inc., Machining Level I credential) or a product manufacturer or developer (e.g., Microsoft Certified Database Administrator, Certified Novell Engineer, Sun Certified Java Programmer) using a valid and reliable assessment of an individual's knowledge, skills, and abilities.
- A registered apprenticeship program.
- A public regulatory agency, upon an individual's fulfillment of educational, work experience, or skill requirements that are legally necessary for an individual to use an occupational or professional title or to practice an occupation or profession (e.g., FAA aviation mechanic certification, state certified asbestos inspector).
- A program that has been approved by the Department of Veterans Affairs to offer education benefits to veterans and other eligible persons.

From TEGL 17-05

- Job Corps centers that issue certificates.
- Institutions of higher education which is formally controlled, or has been formally sanctioned, or chartered, by the governing body of an Indian tribe or tribes.

Credential *- A nationally recognized degree or certificate or state/locally recognized credential. Credentials include, but are not limited to, a high school diploma, GED, or other recognized equivalents, post-secondary degrees/certificates, recognized skill standards, and licensure or industry-recognized certificates. States should include all state education agency recognized credentials. In addition, states should work with local workforce investment boards to encourage certificates to recognize successful completion of the training services listed above that are designed to equip individuals to enter or re-enter employment, retain employment, or advance into better employment. (Please note: this term applies to the current WIA statutory adult, dislocated worker, and older youth measures only, it does not apply to the common measures).*

Post-Secondary Education – A program at an accredited degree-granting institution that leads to an academic degree (e.g., A.A., A.S., B.A., B.S.). Programs offered by degree-granting institutions that do not lead to an academic degree (e.g., certificate programs) do not count as a placement in post-secondary education, but may count as a placement in "advanced training/ occupational skills training."

Attachment F

YOUTH COMMON MEASURES

Placement in Employment or Education

Of those who are not in post-secondary education or employment (including the military) at the date of participation:

# of youth participants who are in employment (including the military) or enrolled in post-secondary education and/or advanced training/occupational skills training in the first quarter after the exit quarter

# of youth participants who exit during the quarter

Attainment of a Degree or Certificate

Of those enrolled in education (at the date of participation or at any point during the program):

# of youth participants who attain a diploma, GED, or certificate by the end of the third quarter after the exit quarter

# of youth participants who exit during the quarter

Literacy and Numeracy Gains

Of those out-of-school youth who are basic skills deficient:
# of youth participants who increase one or more educational functioning levels

# of youth participants who have completed a year in the program (i.e., one year from the date of first youth program service) plus the # of youth participants who exit before completing a year in the youth program

From TEGL 17-05

National Association of Workforce Boards

Where Business Helps America Work

Update: WIA Reauthorization
February 2006

108th Congress. The Workforce Investment Act (WIA), originally enacted in 1998, was due to be reauthorized during the last Congress. While both the House and Senate passed reauthorization bills, the legislation was never "conferenced," thus the reauthorization process was required to begin again in the 109th Congress.

109th (Current) Congress.

House Action:

- On March 2, the House passed H.R. 27, the "Job Training Improvement Act of 2005." Although some relatively minor changes were made in the bill, the legislation remains very similar to the version passed by the House during the previous Congress.
- H.R. 27 was passed by a vote of 224-200, with most Democrats opposing the bill.
- H.R. 27 would:
  - ⇒ consolidate the Adult, Dislocated Worker, and Wagner-Peyser funding streams into a single grant to the States and local areas;
  - ⇒ build upon the local workforce system, protecting local workforce areas and WIBs;
  - ⇒ provide States increased authority to set criteria for consistent One-Stop operations;
  - ⇒ maintain a separate Youth program, significantly increasing the number of out-of-school youth served – requiring that 70% of Youth funding be spent on out-of-school youth;
  - ⇒ encourage increased linkages between workforce and economic development systems;
  - ⇒ encourage better linkages to employers.
- H.R. 27 also contains a provision that would allow faith-based recipients of WIA funding to base hiring decisions upon religion.

Senate Action:

- In May 2005, the Senate introduced S. 1021, (similar to the WIA provisions included in the Senate bill from the previous Congress), which would reauthorize WIA.

- On May 18, the Senate Health, Education, Labor and Pensions Committee marked up S. 1021 on a bipartisan basis.
- The full Senate has not yet acted on S. 1021 due to several potentially contentious issues described below.
- S. 1021 would:
  - ⇒ maintain separate funding streams for the adult, dislocated worker, Wagner-Peyser and Youth programs – while increasing to 45% the transfer authority between adult and dislocated worker programs at the local level;
  - ⇒ require that WIA and Wagner-Peyser funded programs be co-located in One-Stop Centers;
  - ⇒ build upon the local workforce system, protecting local workforce areas and local WIBs;
  - ⇒ maintain a separate Youth program, requiring that not less than 40% of youth funding be spent on services for out-of-school youth;
  - ⇒ encourage expanded linkages with economic development; and
  - ⇒ encourage significantly expanded and improved services to employers.
- S. 1021 does not contain a provision similar to that in the House bill, which would allow faith-based recipients of funds to base hiring decisions on religion. In fact, the Senate bill maintains current law that explicitly prohibits such actions.

Potential Barriers to Passage and Enactment of WIA Reauthorization:

- Differences between the House and Senate on Consolidation of the Adult, Dislocated Worker and Wagner-Peyser programs – supported by House Republicans and the Administration; opposed by House and Senate Democrats;
- Elimination of WIA's Prohibition Against Religious-based Hiring for Faith-Based Providers -- supported by House Republicans and the Administration -- opposed by House and Senate Democrats.

Likelihood of WIA Reauthorization this Congress:

- The likelihood of enacting a WIA Reauthorization bill diminishes with every day it is delayed.
- The potential barriers to its consideration (listed above) continue to exist, as well as the Administration's dramatic new proposal for WIA in its FY 2007 budget proposal
- The later in the year that a bill is not passed in the Senate, and not conferenced, particularly in an election year, the less likely its consideration.

- That said, the workforce investment system should continue to strongly support passage of S. 1021 in the Senate, and support its prompt consideration by a Senate-House Conference this year.

AsianNeighborhoodDesign

2345 Harrison Street
San Francisco, CA 94110
415.648.7070 Fax: 415.648.6303

Employment Training Center

www.andnet.org

WIA Adult & Youth Subcontractors' Performance Evaluation:

Here at Asian Neighborhood Design, we do our best to make our participants succeed in the job field. Thus, we as a non-profit organization we offer job readiness skills, hands on training, life skills, and job placement assistance. Part of our obligation to our participants is to keep a timely follow up on their progress after they leave our pre-apprenticeship program. As an employment training center, we have done this very well to drive our students towards success.

However, there is definite room for improvement in the way we assess success in our program. Participant performance should be monitored and evaluated closely in order to evaluate participant success rates reflect what we are trying to accomplish at A.N.D. For this report period, we have had a total of 43 WIA participants and those who have become employed since their exit date is 19, which is approximately a 44% accomplish rate. We at Asian Neighborhood Design recognize this as a place we definitely need improvement on. On the other hand, since A.N.D. has hired a new Case Manager, we have seen a 2% increase in job placements and is continuing to assist other former WIA participants with resume assistance, job search assistance and job readiness skills. The area we will focus on will be placing as many students as possible in construction related employment.

As we look forward, we are determined more than ever to submit WIA paperwork on time. As both of our organizations know, A.N.D. has had trouble in submitting exits, follow-ups, as well as among other things. Currently, all follow-ups have been successfully submitted to PIC. It has taken a lot of patience and hard work to complete all necessary paper work properly, so it is appreciated by PIC for training new staff in how to do the paperwork. From this point on, we should not have any more uncertainties when it comes to deadlines.

Asian**Neighborhood**Design

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Employment Training Center

www.andnet.org

Finally, we have a suggestion for PIC regarding our WIA program. There is an underlying issue when it comes to submitting paper work on time. However, there is at times little or no communication of exactly what is required by the subcontractor. Obviously, there needs to be more communication on behalf of PIC and A.N.D. of exactly when documents are needed. For example, when follow-ups are to be submitted – A.N.D does not want to wait for the delinquent reports to be mailed out as first notice as to when something is due.

Of course, we are definitely open to suggestions and comments. We thank you for time and diligence in this regard.

Jaime Brewster
Site Manager

Tahyrah Obando
Case Manager

Asian Neighborhood Design (A.N.D.), a non-profit agency incorporated in 1973, provides architecture and planning, employment training, and family and youth self-sufficiency services for low-income communities.

BOYS & GIRLS CLUBS
OF SAN FRANCISCO

Self-Evaluation May 2006
The Sunnydale/Greater Visitacion Valley Boys & Girls Club WIA Youth Program serves at-risk youth ages 14 to 18 providing opportunities to positive experiences that will set the stage for success throughout their lifetime. Participants work toward their goals in a variety of activities offered at the Club. Our distinctive and successful approach is built upon the premise that youth should have the freedom of choice from a broad range of activities. The Social Recreation Director plans and coordinates a variety of activities including sports and fitness activities, cultural awareness, fine arts and photography, digital and graphic design, leadership opportunities, and trips to Camp Mendocino. We track all participants and activities in the Clubhouse using a swipe card system; all youth swipe their membership card as they enter the Club and enter an activity.

All Boys & Girls Club programs incorporate the *Youth Development Strategy,* fostering a sense of belonging, competence, usefulness, confidence, and influence among young people. Our program provides a safe and secure infrastructure to effectively provide best practices youth development services and positive, alternative activities that will enrich the lives of young people and position them for responsible adulthood. The Learning/Technology Center is under the direction of our talented Learning Center Director. It is important to note this is a year-round program. The daily attendance at our Clubs peaks in the summer by as much as 150%. During the school months we focus on academic enhancement activities to provide assistance leading to success in graduating, entering college or a career path program. In the summer we continue providing educational enhancements yet include life experience activities leading to greater understanding of and how to affect "their community."

Our program promotes youth leadership for youth ages 14 to 18 through small, chartered groups, known as Keystone. Keystone Clubs elect officers and plan and implement their own activities in six areas: service to Club and community, leadership development, education and career exploration, unity, free enterprise and social recreation. Keystoners plan many fundraising activities focused on attending the Boys & Girls Clubs of America's national conference. Keystone Clubs meet weekly to discuss and plan their activities. The Teen Director acts as advisor to the groups and assist them to visit college campuses, plan fundraisers, research and commit to community volunteer opportunities; plan social activities, dances and movie nights.

Our Clubhouses are maintained as safe places where young people feel they belong, are accepted and can learn and grow. Activities are conducted in the warm, friendly atmosphere of facilities designed especially for youth programs. BGCSF is recognized as a significant youth provider in the community. We work closely with law enforcement, Walden House, and DPH to provide leadership and healthy choices programs; MYEEP, and Juma Venture to provide job opportunities; other youth service providers, the universities, neighborhood associations and others for additional enhancement activities.

The Sunnydale Club Teen Services Director, Eugene Steele, is providing case management for participating teens with assistance of James Holley, Clubhouse Director. Club staff counsels participants for personal, academic, and career needs or provide the teens with guidance and referrals to appropriate outside agencies.

Boys & Girls Clubs of San Francisco has a therapist on staff, Debbie MacDonald, MSW, who has been providing one on one and group counseling for the teens.

I Goals and Outcomes

Boys & Girls Clubs of San Francisco (BGCSF), focused services at Sunnydale and Visitacion Valley Clubhouses. BGCSF planned to provide comprehensive employment, education, training, support and follow-up services for 20 WIA eligible and enrolled youth from this neighborhood. We recruited participants through outreach activities targeting resident youth age 14 to 21 years old, low income as established in the "San Francisco Substandard Income Criteria" chart, with an additional barrier (besides low-income) defined by WIA and/or the Workforce Investment San Francisco Board.

Our staff recruited 13 youth, six female and seven male and have an additional 5 that we could submit applications for, but with our difficulty certifying the current 12 (one young man was a gunshot victim and therefore terminated) we have not processed them.

It is with the eligibility determination that we ran into barriers to our success. We had understood that MediCal cards in the youth's name were sufficient to prove income level, but not until late in the year were we told definitely that this is not allowed. The parents of our target youth are extremely resistant to providing proof of income, therefore we have certified only two of the 12 youth.

After youths' initial assessment of education level, basic skills & job skills, within one month achievement goals are set. Participants meet four days a week for an hour and a half to receive homework assistance. In the Education/Tech Center participants receive support toward increasing their literacy/math grade level and/or being on track for graduation/receiving their GED, and case management which includes: finding an occupational training program, summer employment opportunity search, finding an alternative secondary school and comprehensive guidance and counseling services. Participants participate everyday in a variety of different activities including sports and fitness, cultural awareness, fine arts and photography, digital and graphic design, leadership opportunities, and in the summer, a trip to Camp Mendocino. All Boys & Girls club programs incorporate the Youth Development Strategy, fostering a sense of belonging, competence, usefulness, confidence and influence among young people.

All the 2005.06 young people recruited (whether or not certified) were assessed for skills. Each has a completed Individual Service Strategy Plan (ISS). The ISS contains assessment tools used and assessment results, short-term goals and long-term goals, including a strategy to return to school or high school completion, if appropriate. We have the participant's input in establishing the goals. The ISS for most has goals to increase basic skills at least one grade level in math and reading, as well as completing

Career Prep/Launch, involvement in Keystone Club (our leadership program), participation in healthy choices/resistance programs.

Academic Services

Teens enrolled in the Sunnydale Boys & Girls Club WIA 1B program participate in the Education/Tech Center to receive support toward increasing their literacy and math grade level and being on-track for graduation. They participate in Power Hour, our homework assistance program Monday through Thursday. Many of the teens participate in Skill Tech II training, as well as "Club Tech".

Fine arts and photography instruction including painting, origami, environmental drawing, entering artwork into the national Fine Arts Exhibit, music, and submitting their photos into the national photography contest; digital and graphic design "Digital Arts" program and Digital Storytelling

Teens attended the Black College Expo in Oakland California where they received information about college and financial aid. Teens have started selecting colleges and are working on Financial Aid packets. P.A.C.T which is an organization that promotes college, assisted the teen director in getting teens ready.

Job Readiness

Ten teens went through the five week Career Launch program. This program focuses on career choices and background information, especially regarding education needs. Teens accomplish this program on the internet. Those who completed received a $100 stipend.

Eight of the 13 2005.06 participants have been MYEEP employees; 100% went through the 5-week job readiness training, Career Launch, building resumes, learning job interview skills, how to seek jobs, and attained these skills.

Character and Leadership

All WIA participants are Keystone Club members. Keystone Club helped kick off the Neighborhood Food Pantry Program. This program is collaboration between the San Francisco Food Bank and the Greater Vis Valley Boys & Girls Clubhouse. Teens help prepare and deliver groceries bags. Besides the Food Pantry Program, they have worked on community projects including Youth Council, mural design and painting and community trash pick ups.

The Sunnydale teens also attended conflict resolution training offered at the Club by the Community Boards organization.

Participating teens attend a weekly drug and alcohol resistance curriculum called Smart Moves. The teens enjoy the interactive program, where they have small group discussions of issues around having or not having health insurance, alcohol, tobacco, and other drugs.

Teens from the Vis Valley Clubhouses have participated in Girls Smarts, Passport to Manhood, and B.A.R.T, (Aids awareness training). All WIA participants attended all of these programs (or the appropriate gender specific program).

Sports and Recreation

The teens have participated in a variety of different activities including sports and fitness, specifically basketball, golf, football, swimming, self-defense, Fit for Living, Boys Only and Girls' Time; cultural awareness, which includes Diversity training, field trips to museums, and cooking.

Successes:
Last year's enrolled participants were given post-tests and exited in December. Two have received jobs with the San Francisco Giants, Marcus Martin and Ricky Lowe with the help of Career Launch and other programs ran at the Sunnydale Clubhouse. One young woman will graduate from high school this year. According to the pre and post tests, 10 to 20% have increased their math and reading skills.

All WIA participants are active at the Club in job readiness and leadership programs.

Challenges: Violence continues to be a challenge in the clubhouses. Two teens were shot and seriously injured causing their families to move out of the area. Teens are not using the clubhouse on a daily basis because of shootings and robberies. Staff turnover is another challenge. We can not run consistent programming with staff vacancies. We have been commitment to Homework Help, Job Readiness, recreation, and Leadership on a weekly basis regardless of staffing.

Again, it is the eligibility determination where we are not capable of working effectively to reach success based on the WIA 1B requirements this year. We had understood that MediCal cards in the youth's name were sufficient to prove income level, but not until late in this fiscal year were we told definitely that this is not allowed. The parents of our target youth are extremely resistant to providing proof of income, therefore we have certified only two of the 12 youth served so far and are hesitant to have the next five youth we have recruited fill out applications, due to instilling a sense of disappointment instead of hope and opportunity.

Changing Lives

FSA
San Francisco

Family Service Agency
of San Francisco

Teenage Pregnancy and Parenting Program (TAPP)

Self Evaluation: Family Service Agency/Teenage Pregnancy and Parenting Project WIA Vocational Services Program

1. Goals and Outcomes:

We have met our expected enrollments for 2005-2006 participants. As of the end of April we had twenty enrollments and in early May we successfully certified our last participant for the current year.

In April we projected that three older youth would enter employment, however only two older youth have entered employment for this month. Of these participants one has been exited while the other one is in the process of being exited.

For the month of April we have met our projection of two youth entering post secondary and/or advanced training. One participant entered post secondary and is concurrently completing an internship through WIA where she is gaining skills in the area of group facilitation and leadership skills. She is scheduled to complete her internship in June 2006. Our second participant entered post-secondary in Fall 2005. However, she had to withdraw for that semester. We have since been working with her on a variety of psycho-social issues in order to support her return and successful completion of her current Spring semester. We continue to work with her and if appropriate we plan on exiting her at the end of June, once she has successfully completed a full semester at CCSF.

Additionally, four participants from 2005-2006 have successfully enrolled at City College of San Francisco's John Adams campus and are in the process of taking their GED exams. Five participants from 2004-2005 that had been carried over, are also in the process of taking their GED exams.

We have extended exits to some of our clients due to various reasons. The nature of the population we serve is such that they sometimes require additional time and support in order to achieve their desired goals. In addition to negotiating the challenges of adolescence, our participants also have to navigate the challenges of being parents. This means they face additional barriers to employment and education, that other teens may not including childcare, health insurances and housing issues.

Through our program we seek to be flexible in extending the myriad of services we provide for participants to assist them as they strive to negotiate and overcome those barriers and succeed.

2. Administration:

Due to staff turnover at FSA in the fiscal department there was a time delay with the training of new staff on fiscal paperwork that created difficulties with timely invoicing and maintaining clear communication between the PIC and FSA. This has since been rectified and we continue to strive towards a system to keep things running smoothly.

In addition there has been a staff turnover at the program level at TAPP. Helen Singh finished up in early April as WIA/Vocational Services Coordinator and Lorena Deras has now taken on the position. In order to minimize disruption of service in the program Helen continues to be available for consultation with Lorena in regards to WIA reports and paperwork to ensure proper training of the WIA program. In regards to the submission of paperwork it continues to be submitted in a timely manner. Any problems that arise Evie Valle our contract specialist has been very supportive and reliable in assisting us with our needs.

3. Comments/Suggestions:

The WIA youth program is an instrumental part of TAPP that concentrates in areas of education and employment. The populations we serve face many barriers and with the assistance of the TAPP WIA program our participants are able to achieve success in these areas.

I would like to share a case study that illustrates this. S is a 20 year old African American young woman with a 4 year old daughter. She was a participant from 2004-2005 who was carried over to 2005-2006 due to many challenges she was facing. While in the program S has struggled with domestic and community violence, housing instability, educational challenges, employment and childcare. S. began taking her GED exams in November of

2005, however she required more time to stay in her GED preparation class in order to pass all other exams. She has since passed four of her GED exams with above average scores and is now awaiting the results of her final exam, which was taken in early May. The assistance of individual counseling, case management and WIA/vocational services has had a very positive impact on her life in terms of helping her to achieve her goals of getting her GED. We are currently keeping S open until she receives her GED results and GED certificate. We are very proud of S and her accomplishments and she truly shines as an example of the potential impact the TAPP WIA program can have on the lives of our participants.

Lorena M. Deras

Lorena Deras
WIA/Vocational Services Coordinator

REC'D MAY 3 2006

GGCI

Golden Gate Community, Inc.

Transforming lives through employment and support services since 1981.

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San Francisco
California 94110
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April 27, 2006

Kimberly Low
Private Industry Council
745 Franklin Street, Suite 200
San Francisco, CA 94102

Dear Kimberly:

Following you will find the self-evaluation for Golden Gate Community, Inc for contract years 2004-05 and 2005-06.

Contract Year 366D (2004-2005)

ENROLLMENT Actual: 20, Target: 22 (91% of annual goal)

In it s WIA-funded youth employment training program for contract year D, GGCI's goal was to employ a total of 22 youth for the year. Due to administrative processing issues (related to difficulties in gathering all identification and income information for family members of the youth to be certified), one youth was dropped from the 2004-2005 roster. Another youth was employed late in the contract year, and had difficulty gathering all documentation necessary for certification. The PIC subcontract manager recommended enrolling that participant in the following grant year. This brought the total of 366D enrollees to 20 (91% of annual goal). Throughout the contract year, GGCI closely matched or exceeded the number of expected youth served (see table 1). On-the-job training and supportive services were provided to all participants.

EMPLOYMENT Actual: 7, Target: 8 (88% of annual goal)

GGCI had strong performance in the area of employment with clients in 2004-2005. 7 youth moved into regular employment upon completion of the job training program (88% of annual goal). This is similar to the previous year's successful outcomes (88% employed upon graduation [source: 2003-2004 Subcontractor Self-Evaluation and corroborating PIC reports]), demonstrating consistent positive outcomes with youth employed in the job training program.

The population of low-income, at-risk youth that GGCI serves is often faced with multiple obstacles to employment, despite training and support of community-based organizations. Some participants in contract year 366D graduated the program to find a poor job market. Others chose to focus on different priorities, such as education or parenting. One enrollee was incarcerated before completion of the program. Throughout 2004-2005, GGCI increased training in areas such as skills workshops, resume writing, job searches and interview techniques. Additionally, youth workers continued to provide supportive case management to youth upon exiting the program.

EDUCATION Actual: 4, Target: 2 (200% of annual goal)

In the area of education, GGCI exceeded the PIC 122 goal by two participants (200% of annual goal), for a total of 4 graduates enrolled in post-secondary school or advanced training programs. GGCI staff assisted youth with completing enrollment requirements for City College, provided references for training programs, and offered guidance around seeking financial aid for higher education.

CREDENTIAL ATTAINMENT Actual: 2, Target: 2 (100% of annual goal)

GGCI achieved its 366D goal of 2 participants receiving high school diplomas or GEDs during their participation in our programs (100% of annual goal). Both went on to post-secondary education. Additionally, 6 other youth continued to pursue high school credentials upon completing their internships.

SKILL ATTAINMENT Actual: 12, Target: 12 (100% of annual goal)

GGCI met the skill attainment requirement, with 12 program participants graduating from the program having met WIA EWIG goals (100% of annual goal). Youth achieved World of Work Awareness, as well as made improvements in reading and math skills. GGCI staff provided tutoring and workshops in areas such as communication and conflict resolution. Case managers also provided referrals for youth to participate in other learning opportunities to attain skills.

FOLLOW-UP

All required follow-ups for this contract year have been completed.

RATIOS

Placement Ratio: # exited who have a job in the first quarter following exit/total (excluding those enrolled in post sec. Ed.)

Older Youth: 1/5

Retention Ratio: # exited between July 04 and March 05 who have jobs or are enrolled in post secondary ed. in March 05/total # exited in the same period (excluding older youth enrolled in post sec. ed. or advanced training and younger youth enrolled in secondary education)

Younger Youth: 0/1

Older Youth: 1/3

Comments on Ratios: A significant number of those exited are in school and therefore not included in ratios. There are also a number of individuals who have not responded to our diligent attempts to follow-up with them. There are also individuals who have good outcomes from whom we have not been able to secure acceptable proof of their status (e.g., pay-stubs or other proof of employment).

Contract Year 366E (2005-2006)

ENROLLMENT July 1, 2005-March 31, 2006 Actual: 15, Target for contract year: 19 (79% of annual goal)

During the first three quarters of contract year E, GGCI made strong progress toward achieving the number of anticipated enrollments (see table 2). In its WIA-funded youth employment training program, GGCI's goal for the program year was to employ 19 youth. By the close of the third quarter, 15 youth had been enrolled in WIA funding (79% of estimated enrollment for this contract year). We expect to meet total annual enrollment well before the close of the fourth quarter. Youth enrolled in GGCI's job training program received paid work experience, case management and other supportive services.

In the second quarter, GGCI hired fewer youth than anticipated at the initial creation of PIC 122 goals. This was the result of several factors, including a turn-over in management staff who supervise youth; a focus on improving training for existing employees before continuing hiring; several youth applicants without proper identification for certification; and a number of full-time students with limited schedule flexibility. Additionally, several potential enrollees were discharged before certification due to performance issues. However, during the third quarter, additional youth were enrolled, bringing GGCI close to anticipated enrollment goals.

EMPLOYMENT July 1, 2005-March 31, 2006 Actual: 3, Target for contract year: 5 (60% of annual goal)

A primary aim of GGCI's training program is the increased employability of our clients. Of the youth enrolled and graduated in this period, 3 had found further employment following completion of their internship (60% of annual goal) in this period. Other graduates continue to receive support around job searches, resume and interview preparation, and life issues impacting employability.

GGCI has worked with several high-intensity youth during this grant year, some of whom were not ready to move into regular employment upon leaving the program. Other issues, such as completing school, attending a drug rehabilitation program, relocating due to family concerns, etc., have demanded attention for these youth. GGCI staff continues to assist these youth with employment and life issues.

EDUCATION July 1, 2005-March 31, 2006 Actual: 3, Target for contract year: 2 (150% of annual goal)

GGCI clients made strides in the area of education while enrolled in our training program. Three youth enrolled in classes at City College (150% of annual goal), while three others continued in alternative placements to achieve GED credentials. During the third quarter, one youth added a culinary class to supplement skills learned at GGCI's café, another enrolled in a pre-apprenticeship carpentry program, and another prepared for high school graduation.

CREDENTIAL ATTAINMENT July 1, 2005-March 31, 2006 Actual: 0, Target for contract year: 3 (0% of annual goal)

During the described period, no GGCI clients received a credential. This was an expected outcome, as the regular school year has three remaining months before completion. Currently, three clients are likely to receive either diplomas or GEDs at the close of this academic year, which will meet the goal established in the PIC 122 (3 projected credentials).

SKILL ATTAINMENT July 1, 2005-March 31, 2006 Actual: 6, Target for contract year: 19 (66% of annual goal)

In the area of skills attainment, GGCI has faced challenges with the youth population we serve to meet this goal. Only 6 of the projected 9 (66% of annual goal) have completed the skills attainment thus far. During the first half of grant year 366E, GGCI was on target to achieve the skill attainment outcome described in our goals. However, several early enrollees left the program for reasons of their own, which impacted the number of youth who would complete the internship program by the early part of this year. Since that time, additional youth have been added; eleven are still currently enrolled in activities to achieve skills described in the IEP. We believe that the annual goal of twelve skill attainments will be achieved by the close of the grant year.

FOLLOW-UP

All required follow-ups for this contract year have been completed.

RATIOS

We did not exit any participants prior to March 31, 2006 and therefore have no information to include in the ratios.

Administration

Like other non-profit agencies, we are consistently resource constrained. These constraints make GGCI consistently behind in invoicing for reimbursement under our PIC contract. GGCI has in recent months made changes that should make invoicing more timely.

The administrative and financial systems and staff turnover at PIC have created challenges during this program year. Certification and enrollment are challenging due to PIC's location. The documentation requirements, which seem to change frequently, are extremely time consuming. The amount of time between billing and receipt of reimbursement is significantly longer with PIC than with other agencies.

Other Comments or Suggestions

None

Conclusion

We appreciate the support that PIC provides to the ongoing success our programs. Please contact Mark Cole, Ciara Wade or me if you have any questions.

Sincerely,

Tess Reynolds

Tess Reynolds
Chief Executive Officer

Golden Gate Community, Inc.: PIC Goals and Outcomes (Self-Evaluation)

Table 1: Contract Year 366D (2004-2005)

MONTH	ENROLLMENTS		EMPLOYMENT		EDUCATION		CREDENTIAL		SKILL ATTAINMENT	
	Estimate	Actual	Estimate	Actual	Estimate	Actual	Estimate	Actual	Estimate	Actual
Jul-04	7	6	0	0	0	0	0	0	0	0
Aug-04	7	6	0	0	0	0	0	0	0	0
Sep-04	8	9	0	1	0	1	0	1	0	0
Oct-04	8	10	0	1	0	1	0	1	0	0
Nov-04	10	11	1	1	0	2	0	1	0	3
Dec-04	10	11	1	1	0	2	0	1	0	5
Jan-05	11	12	2	1	1	3	0	1	1	5
Feb-05	13	15	3	2	1	3	0	2	3	9
Mar-05	14	17	4	2	1	3	0	2	5	9
Apr-05	18	18	5	4	1	3	0	2	7	9
May-05	20	20	6	6	1	3	0	2	9	9
Jun-05	22	20	8	7	2	4	2	2	10	9
Annual Total:	22	20	**8**	7	2	**4**	2	2	12	12

Table 2: Contract Year 366E (2005-2006)

MONTH	ENROLLMENTS		EMPLOYMENT		EDUCATION		CREDENTIAL		SKILL ATTAINMENT	
	Estimate	Actual	Estimate	Actual	Estimate	Actual	Estimate	Actual	Estimate	Actual
Jul-05	3	2	0	0	0	0	0	0	0	0
Aug-05	7	6	0	0	0	0	0	0	0	0
Sep-05	8	7	0	0	1	2	0	0	0	0
Oct-05	11	8	0	0	1	2	0	0	0	0
Nov-05	12	8	2	1	1	2	0	0	0	0
Dec-05	13	9	4	1	1	2	0	0	1	3
Jan-06	16	11	4	3	2	3	0	0	2	3
Feb-06	19	12	5	3	2	3	0	0	4	5
Mar-06	19	15	5	3	2	3	0	0	7	5
Period Total:	19	15	5	**3**	**2**	**3**	0	0	**9**	**6**

Indochinese Housing Community

INDOCHINESE HOUSING DEVELOPMENT CORPORATION
"A Place To Live And Grow Together"

July 1, 2004 to June 30, 2005 301-464D

1. Goals and Outcomes: We named our new education and employment project Tenderloin Achievement Group (TAG) to reference the achievement aspect and also give it some relevance to the neighborhood and help youth become a member of something positive. We organized our filing in six part folders to accommodate the various paperwork that was required; we felt organization was key to the success of this project. We began the search for our project coordinators; more can be read about them in the admin section below. After our staff was in place, we purchased GED books, implemented our WRAT skills test, held community meetings to get feedback, and started the outreach to enlist employers in the internships we wanted to offer the youth.

Program Goals and Performance Statistics: Our enrollment goal at the inception of the grant was 62; this number was reduced mid-year by PIC to 55. We attained 75% of that goal by April and then reached 100% by the end of June, however we needed an additional two months to complete the work internships of the youth. Some of our youth began jobs in other subsidized employment. We also assisted in youth returning to post secondary education after they had dropped for a variety of reasons.

	Goal	**Attain**	**IHDC Subsidize**	**Other Subsidize**	**Unsubsidize**
Enrollments	55	55			
Employment	15		30	2	16
Post Secondary or Training	9	4			
Return to Secondary School	n/a	23			
High School diploma / GED	10	7			
Total Skills Attainment	38	46			

Skills Attainments: Basic / Occupational / Work Readiness:
Basic: We utilize the Wide Range Achievement Test (WRAT) to test the skills of basic reading, spelling, and math. We then work with those who are below 8th grade level to achieve a higher grades and also re-test everyone upon exiting with the second comparable test. In addition to this we work independently with those youth who need extra tutoring or refer them to an alternative school.

Occupational: We refered to the SCANS 2000 workforce skills website to gain some information on what internships would best build the skills of our youth. In a variety of worksites including: clerical, retail, arts, food service, child care, fashion design, and healthcare our youth were exposed to organizing and planning, working with others, evaluating information, understanding complex interrelationships, and working with a variety of technologies.

Work Readiness: We implemented job readiness training , job search / job development & job placement and work experience. We hold bi-monthly meetings that help youth prepare for entry into the workplace. Some of our past sessions have included mock interviews, resume building, career search, and workplace behavior. This has worked well as a supplement with our employer presentations to reinforce what they are learning.

In addition to the above, we have given our youth many opportunities to participate in youth led projects with grants awarded by Youth Leadership Institute and Youth Funding Youth Ideas. Our in-house community improvement group is named Youth With A Vengeance and has contributed to community surveys and innovative transformation projects that have been written about in the San Francisco Chronicle and featured on the evening news and Bay Area People.

Credential Attainments: While 3 of our youth graduated high school, 4 completed their GED, with the help of tutoring sessions we provided through individual and group instruction. While our numbers are not what we anticipated, we still firmly are committed to helping drop-out youth get back on track. As they were faced with the struggle of committing to the program, we, as well were faced with the struggle of how to touch their motivation. It is an ongoing concern that we are addressing in year 2 and 3.

Education and employment entries: Our plan for employment was to provide a variety of ten week internships for youth to choose from. We employed 30 youth of which 18 were successful in being hired in unsubsidized employment. As stated earlier, we were successful in getting employment for our youth although some of these were again in other subsidized agencies. This did, however give them another work experience and many of these placements are permanent.

Follow-up and retentions: Since we began late in the year with our enrollments at this time all follow-up and retention information is in process; more can be found in year 2. We are happy to report though that two of our first year participants were awarded full scholarships to University of San Francisco and Cal State Hayward.

Collaborations: We made some great partnerships in the first year. With our education program we were happy to work with Vietnamese Youth Development Center, Youth Chance High School, and John Adams High School just to name a few. Our new list of employers to work with include: Faithful Fools Copy Shop, Friends of the San Francisco Public Library, Golden Gate Community, Inc., Habitat for Humanity, International Leadership Visitor Program, A Miner Miracle, Project Open Hand, San Francisco Dance Center, San Francisco Trial Lawyers Assoc., UCSF Medical Center, Up On Top Afterschool Program, Yerba Buena Gardens.

Special Events: To enhance the work we are doing with youth, we produced the Tenderloin Job Fair in September to bring outside employers, agencies, and schools into the Tenderloin and also gave the youth an opportunity to get the feeling of meeting new people leading up to actual interviews. As a result of the success of the job fair, we began more intimate monthly meetings for smaller groups to facilitate more discussion on particular fields of work. Some of our presentations this year included the careers of social work, teaching, dietitian, human rights, pharmacy, and employers such as Starbucks and the F.B.I. In addition to this we began to hold bi-monthly workshops to help youth work on resumes and job related work readiness skills. We also produce the annual Cambodian New Year Festival to build spirit among our Cambodian population and offer positions to our youth on the steering committee to help make the fair successful.

2. Administration: Since this was a new experience for our agency it took us awhile to get up to speed with the required paperwork and find the right people to manage the grant. We were fortunate to find a highly motivated Employment Specialist to plan and implement the work aspect and we also gave our long time Program Coordinator a promotion to full time to navigate through all the certification and enrollment process. We were very pleased with the performance of both these people faced with a daunting challenge that took time, however they both were successful in meeting the challenge. In addition to this, we encountered many changes within the PIC staff itself, moving through three different program officers in the first year, each with their own perception of how the program should run. We are especially pleased with our current Program Officer, Evie Valle, who has been very supportive. As a result, our required paperwork has been submitted in a timely manner.

3. Other Comments / Suggestions: We are especially grateful to have been given an extension to complete our work in the first year. While we made every effort to finish by June 30, due to the new nature of the work, it was necessary to ask for two more months and our staff was successful in using this extra time to full advantage. We are also grateful to the many employers who stepped forward to offer their service to our youth and were gracious enough to respond back to us about how rewarding this experience was for them. As a result we now have a significant number of employers collaborating with us for year two.

INDOCHINESE HOUSING DEVELOPMENT CORPORATION
"A Place To Live And Grow Together"

Indochinese Housing Community

July 1, 2005 to June 30, 2006 301-464E

1. **Goals and Outcomes:** As we began this second year we understood the certification, enrollment, and invoicing process much better. We were able to begin our outreach sooner and that is reflected in our enrollment numbers. We had 42 certified by Sept. and enrolled 28 by October. There was still some time lapse between certification and enrollment, which we continue to address. As of this date we have 60 youth on record; 45 have been enrolled, 5 certified pending enrollment, and the remaining 5 are in process. The success of these numbers is directly linked to the commitment of our staff to learn this entire process and complete 2nd year enrollments and goal attainment while also working on exiting and follow-up from year 1.

Program Goals and Performance Statistics: Our enrollment goal at the inception of the second year was 45 but was increased by PIC during the year to 55. As referenced above we have reached that goal, although some of our clients are still in process.

	Goal	**Attain**	**IHDC Subsidize**	**Other Subsidize**	**Unsubsidize**
Enrollments	**55**	**60**			
Employment	**10**		**45**	**5**	**8 (projected)**
Post Secondary or Training	**6**	**8 (projected)**			
Return to Secondary School	**35**	**37**			
High School diploma / GED	**8**	**11 (projected)**			
Total Skills Attainment	**38**	**55 (projected)**			

Skills Attainments: Basic / Occupational / Work Readiness:
Basic: We continued using the Wide Range Achievement Test (WRAT) to test the skills of basic reading, spelling, and math. Along with the WRAT, we encouraged our youth to work on their skills through our newsletters; most of the articles in the enclosed publications were written by TAG youth. In addition to this, our 2006 wall calendar was photographed by youth, again some of whom were in the TAG program. In this project we saw many of our TAG youth mentoring younger children, helping them understand working toward a goal and dealing with timelines for completion. Finally, included is our youth led survey to promote healthy eating habits. Junk the Junk food survey was conducted by former and present TAG members and resulted in the new smoothie shop they are planning to open. We also helped 15 youth open bank accounts and learn some money management skills through Internet banking, assisted 6 youth to get their California ID, and helped 20 youth learn how to file taxes.

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Occupational: We again referred to the SCANS 2000 workforce skills website to gain some information on what internships would best build the skills of our youth. In a variety of worksites including: clerical, retail, arts, food service, child care, fashion design, and healthcare our youth were exposed to organizing and planning, working with others, evaluating information, understanding complex interrelationships, and working with a variety of technologies. This year we are especially excited about opening our own in-house business that will offer youth a healthy drink alternative. "Smoothies R Us" is a youth led project that will give our youth working here an opportunity to start a business from the ground up while changing the health habits of the neighborhood. The youth will gain the skills of creating job descriptions, organizing their store, serving customers, accounting, and how to cost efficiently create a product. This not for profit business will be more self-sustaining and we will train them with an Enterprise in Action curriculum from Junior Achievement. We are very excited for the prospects of offering this for future youth workers to turn them out into the real world with real experience and skills. We support our youth any time they have an opportunity to test their skills in the open market. One of the TAG members, who hopes to become a news anchor, did a presentation about TAG on Access San Francisco Channel 29, San Francisco's public access television station.

Work Readiness: We continued our job readiness training , job search / job development & job placement and work experience and our successful bi-monthly meetings that help youth prepare for entry into the workplace. Some of our past sessions have included mock interviews, resume building, career search, and workplace behavior. This has worked well as a supplement with our employer presentations to reinforce what they are learning. We again held a Mock Interview Workshop with 6 guest professionals from around San Francisco (including an IHDC Board Member) interviewing TAG members. The visiting professionals interviewed TAG members according to their career aspirations; a teacher interviewed an aspiring teacher, a record label representative interviewed a youth interested in the music industry, etc.

We again are working with our youth to participate in youth led projects with grants awarded by Youth Leadership Institute and Youth Funding Youth Ideas. Our in-house community improvement group, Youth With A Vengeance is now working on a tobacco policy project with Youth Leadership Institute that will be further defined as we move forward. It may involve tobacco advertising or work to help support the new landlord smoking ban on apartments.

Credential Attainments: We were pleased to again see significant motivation of youth to pass their GED with four signing up and passing tests. In addition to this 7 of our youth are projected to graduate high school; they will all go on to college, with two already being accepted to State Universities.

Education and employment entries: In August we added several more partnerships to accommodate the growing number of TAG members and their interests. The Asian Art Museum, the Kearny Street Workshop (an Asian American Arts organization), and The San Francisco AIDS Foundation all hosted TAG interns. We also added internships at the

San Francisco Dance Center, GenArt Fashion, and Resident Apparel Gallery, Garavaglia Architecture.

Follow-up and retentions: We are new to the follow-up process as this is our first year incorporating the WIA follow-up forms into our program. While we keep in very good touch with many of our former TAG youth, some are more difficult to connect with. Our new employee is very good at tracking people down. At least 9 youth began working or going to school, which will be reflected in their follow-up forms.

Collaborations: We continued some great partnerships in the second year while adding some new work sites. With our education program we made a stronger connection with Youth Chance High School, enlisting many of their students for work in our internships program. This also provided the opportunity to bring more diversity into our worksite. Our new list of employers to work with now includes our returning sites: Faithful Fools Copy Shop, Friends of the San Francisco Public Library, Golden Gate Community, Inc., Habitat for Humanity, International Leadership Visitor Program, A Miner Miracle, Project Open Hand, San Francisco Dance Center, San Francisco Trial Lawyers Assoc., UCSF Medical Center, Up On Top Afterschool Program, Yerba Buena Gardens….and our new sites: Asian Art Museum, Kearny Street Workshop, San Francisco AIDS Foundation, San Francisco Dance Center, GenArt Fashion Design Division, Resident Apparel Gallery, Shih Yu Lang Central YMCA, San Francisco Aids Foundation, Garavaglia Architecture and Ella Hill Hutch Center.

Special Events: We again offered youth the chance to assist in two large community projects we produce: the Tenderloin Job Fair and the Cambodian New Year Festival. As previously stated, the greatest success of the job fair was to hold more intimate monthly meetings for smaller groups to facilitate more discussion on particular fields of work. One of our more dramatic presentations this year included a Pulitzer Prize winning photojournalist who spoke about her award winning project, Operation Lionheart, which you can read more about in our winter 2005 newsletter. Our other presentations included: a Vice President from Bank of America on careers in banking; a real estate agent and loan officer spoke about her career changes; our November event featured students from Notre Dame de Namur University speaking about college life; Dr. Ammerman from Stanford Medical Center spoke about his life as a doctor, his involvement in the Tenderloin Health van where many of our students go, and his love of baseball; a Television Producer from the national network, Current TV talked about work in this media field; an engineer from the Bay Bridge gave an engaging talk about the new bridge construction and what it's like in the union. We are now gearing up for an exciting presentation from Lucas Film this month.

2. Administration: This year we were sorry to see our education program coordinator leave us, however we were glad he was going to pursue his own further education. It was very inspiring when he said that his involvement in the PIC / TAG programs helped reinforce his decision to move on. While his leaving left a void, we quickly filled it with one of our own staff who has been with us for 7 years. He was our first youth worker in 1999 and has been given 2 promotions. He himself was a former TAG member and has done a wonderful job filling this position. We also hired a program coordinator who has helped us with many of our exiting and follow-up tasks. These two combined with our stellar employment specialist, give TAG a new team to move forward with. We are all very proud of the work we have done, the youth we have employed, and helped to achieve credentials and above all self-esteem. It is great to be on a performing team.

2. **Other Comments / Suggestions:** We feel that we have been extremely successful with our contributions to skill building and the workforce. Included here are just some of the comments we have received from the employers we collaborate with:

"Thanh and Qui were diligent, absolutely reliable and seemed committed to producing good work." Hon. Barbara Pivnicka, Chief Executive Officer, International Diplomacy Council

"It was a pleasure having Cecile here. She also was excellent at both our bookstores...Please look us up next summer for another intern." Mozetta Jackson, Manager, Volunteer Services, Friends of the San Francisco Public Library

"Toan and Dinh are both great....They are both hard workers and were truly a pleasure to have here. ...If I can act as a reference please put me down as I'd be happy to rave about them both!...I was actually quite nervous about the prospect of losing "my" boys." Juliette Bleecker, Executive Director, San Francisco Trial Lawyers Association

What we want to also focus on in our third year of the grant is to work more intently with the drop out population that seems unable to move forward. We are presently developing an Options Class that will offer a booklet on the various alternatives that youth can take. Many of them don't know how many different roads can be taken to arrive at the same destination: graduation with a high school diploma or GED. We are committed to researching and finding out this information to pass on to them.

Finally, we are pleased to have been able to offer many youth employment opportunities, however the strict income guidelines of PIC have left many youth unable to be served by PIC. We have, however struggled to include them through our funding with DCYF and a couple private foundations. We are proud of the fact that we have never turned a youth away just because their family was minimally over-income.

Ingleside Community Center

DID NOT SUBMIT SELF EVALUATION

International Institute of San Francisco

YOUTHCARES SELF-EVALUATION

1. YouthCares Goals & Outcomes

As of March 31, 2006, YouthCares had already met our annual enrollment goal of 22 youth for the current contract year. We anticipate enrolling additional youth before the June 30th deadline. Of the youth who have exited our program during the current contract year, 100% have returned to secondary school. All of our youth tested basic skills deficient in reading, math or both. Of those that have exited the program and therefore taken their post-test, all have raised their grade level at least one grade (2-5 grade levels in many cases) during their participation in YouthCares. Every youth who has been enrolled in services at YouthCares through PIC funding this year has attained job readiness (i.e. interview skills, resume writing, career assessment, and professionalism in the workplace) and leadership development skills. Virtually all of our youth participants are in high school, and they look to YouthCares to provide them with the support they need to successfully graduate from high school. Our youth generally do not enter into employment after they leave YouthCares because they need to focus on getting through high school and preparing for the transition from high school to college/university or to a job. YouthCares is a very part time (i.e. 6-8 hours/week) job for youth and many leave the program after a semester or two because they cannot balance their commitment at YouthCares with the academic demands of school. Since the vast majority of our youth are immigrants and many are struggling to learn English and perform at grade level, their primary focus is on staying in school. YouthCares staff have developed strong relationships with our youth participants and have been successful in following up with youth after they leave the program. Thus far, 100% of our youth participants have stayed in school after leaving the program, which is a great accomplishment. All of the youth participants who were seniors in high school during the past two years (spring 2004 or 2005) have gone on to community college, San Francisco State University or a UC. This is in large part due to the support and guidance they received from YC staff throughout the process of choosing which school/s to apply to, filling out the applications and financial aid forms, etc. Placement and retention rates are not relevant to the youth that we serve. Our program targets in school youth who are basic skills deficient and extremely low-income. We focus on keeping youth in school, increasing their basic skills in math and reading, and providing them with training in job readiness and leadership development skills.

2. Administration

The biggest challenge we have faced with the administration of our PIC contract has been timely communication about certification documents. We have often waited weeks or even a month to hear back from certifiers as to whether or not our youth are PIC eligible. A number of times there was a question as to whether or not youth were over-income and it was never clear to me why it took so long for PIC staff to figure it out. In the meantime, we could not submit our enrollment/registration forms for the youth or charge PIC for their wages. The monthly reports from our Contract Administrator are generally received one to two months after the fact –i.e. we received our March reports at the end of April. It would be very helpful if we could receive the monthly reports in a more timely manner.

I do want to acknowledge that I understand that PIC is under-resourced and understaffed right now. Our Contract Administrator, Evie Valle, has done a really good job of communicating openly and directly with us as needed. She is very accessible and helpful when questions arise. I have always known her to be supportive of our staff, youth and program activities.

3. Other Comments/Suggestions
I would encourage PIC staff to offer one-on-one support on certification, enrollment documents & procedures, and exit/follow up forms. There is a lot of information and it has been difficult for staff to get a thorough understanding of all the forms and documents during the PIC trainings. With a new Program Director starting at YouthCares, I would like to see our Contract Administrator meet with all YC staff to go over the process, as a way to ensure that documents will be filled out accurately and turned in on time.

International Institute of San Francisco

YOUTHCARES SELF-EVALUATION

1. YouthCares Program and Services

YouthCares (YC) brings together a diverse group of low-income immigrant teens to gain job and leadership skills through active community involvement. Our programs are delivered city-wide and focus on providing intergenerational community service and peer-tutoring. Participating teens at YouthCares work with immigrant senior and youth populations at nine service sites throughout the SoMa, Tenderloin, Visitacion Valley, and Richmond neighborhoods of San Francisco. YouthCares served a total of 274 youth last year, 158 YC participants and 116 youth who received academic and English language support through our peer-tutoring program. The YC Program model is based on positive youth development theory and incorporates youth involvement at all levels of the program.

At YouthCares, our target population is low-income immigrant teens, many of whom are at-risk for dropping out of high school. YouthCares serves a wide variety of ethnic/cultural groups, including 64% Chinese, 12% South-East Asian, 8% Latino, 8% from the former Soviet Union, and 6% African-American. The rest of the YC participants are Caucasian or Bi-Cultural. YouthCares seeks to create a balanced group that includes a diversity of languages, skill levels, gender, ethnic/cultural groups, immigrants and American-born youth. More than 90% of YC teens are from low-income households, 50% of which qualify as extremely low-income. Most YC youth are using the small wages they receive in the program to help support their families financially. YouthCares generally serves as a first job for the teens in our program. The vast majority of the youth in our program are basic skills deficient, often struggling to learn English in addition to working toward to successful completion of their high school graduation requirements. The reality for many immigrant teens is that they don't have opportunities outside of school to practice their English skills or to get help studying for tests, completing their homework assignments, filling out job applications, and navigating the college application process.

Staff Development: YouthCares is committed to providing ongoing professional development opportunities for our staff. It is critical for staff to gain new skills and to share best practices with other youth service providers in the Bay Area. This fall Stella Kang, our YC Richmond Program Coordinator, attended a 3-day training facilitated by The School of Unity and Liberation (SOUL). This Training for Trainers Institute aims to provide adult staff with the skills necessary to effectively develop curriculum and facilitate trainings for youth. Training topics included "Breaking Down Difficult Topics," "Dealing with Challenging Participants" and "Curriculum Development." The training was an excellent opportunity for Stella to gain new skills and to network with other professionals in the field of youth development from all over the country.

This spring the YC Program Director, Jennifer Berger, participated in a five-day workshop series entitled "Equity and Diversity in Youth Development Programs," co-facilitated by Community Network for Youth Development and California Tomorrow. Topics covered included: how to integrate equity practices into a youth development framework, strategies for developing young people's social awareness and involvement in their communities, and how to align organizational goals with those of the funders.

International Institute of San Francisco

This April, all YouthCares staff attended a conference put on by Partnership for Immigrant Leadership and Action (PILA). Staff were able to learn about examples of effective strategies and successes in building grassroots leadership towards action on issues that directly impact immigrant communities. Specifically, staff attended a workshop entitled "Building Multi-Ethnic Youth Power" in which PODER and Chinese Progressive Association shared their experiences with Common Roots - a collaborative program bringing together youth from San Francisco's Chinatown and Mission District neighborhoods for cultural awareness, political education and building power to consciously challenge oppressions and injustice.

Community Partnerships: YouthCares is deeply rooted in the communities that we serve. The YC SoMa Program Coordinator has become very active in Serving Our Youth and Community (SOYAC), a local network of youth service providers in SoMa. The YC Richmond Program runs out of the Richmond Village Beacon Center at Washington High School. The Beacon Center provides in-kind support of a desk, computer, and office supplies such as paper and access to a copier. In addition, YC youth have access to all the programs and support services that the Beacon has to offer. The YC Richmond Program Coordinator attends regular meetings of the Richmond District Neighborhood Center and the Richmond District Advisory Council, as a way to increase visibility of YC in the community and to recruit local youth for the program. YouthCares Partners in Learning has a formal partnership with Newcomer High School, the site of our peer-tutoring program, and has access to school facilities and staff resources.

YouthCares staff have developed strong relationships with a number of organizations that provide services to youth that are outside the scope of our work at YouthCares. When appropriate, YC staff will refer youth to the following agencies: Galileo High School Wellness Center, API Wellness Center, Cole Street Youth Clinic, Horizons Unlimited, and Larkin Street Youth Center. Most of the referrals we make are to service providers in the fields of adolescent and mental health.

2. Major Activities and Accomplishments

YouthCares operates year round and our three program cycles run concurrently with the San Francisco Unified School District semesters. YouthCares provides daily activities for the youth in our programs. All peer-tutoring and intergenerational service sites operate after school for two to three hours a day, Tuesday through Thursday. Monday afternoons from 4-6pm, youth come together as a group to participate in skill-based trainings in areas such as work readiness, leadership development, cultural competency, and financial literacy. On Friday afternoons from 4-6:30pm, youth are invited to come to the YC office for one-on-one academic support, college preparation, and career counseling from staff.

During our current PIC contract year, we have met 100% of our enrollment goals for the program as of April. All 14 youth who have exited the program this year saw an increase of at least one grade level on their CASAS basic skills assessment test. Many of these youth increased by two or three grade levels during their time in the program. This is a direct result of the skill-based training and individualized academic support they received at YouthCares.

We see the impact of our program on low-income immigrant youth in a variety of ways. Through a YC pre and post-test, developed with technical assistance from Community Network for Youth Development, we have learned that youth gain leadership, job and academic skills in the program. Throughout the past year, 95% of our participants responded positively to the following post-test questions:

- I feel like a leader in the program.
- After YC, I will feel more comfortable applying for and interviewing for other jobs.
- My listening and communication skills have improved in the program.
- I have gained job experience at YouthCares.

YouthCares has a 85% retention rate of youth participants who complete their program cycle. Historically, 30% of YC teens come back to the program for more than one cycle, and over time, serve as leaders and mentors to new youth participants. We see the success of our program in other ways as well. For example, as a result of staff support throughout the college application process (i.e. help writing the personal statement, filling out the application, and writing letters of recommendation) more than 85% of YC teens go on to college. For the vast majority of these youth, they are the first member of their family to attend college in the U.S.

In an effort to provide creative learning opportunities for the youth in our program, YC staff developed a partnership with a local organization called Teaching Intermedia Literacy Tools (TILT). Staff from TILT and YC worked together to apply for and secure funding to support a summer-long video project for YC youth. A group of 8 returning youth participants from both intergenerational programs were selected to work on the project throughout the summer. Classes were facilitated by qualified video professionals from TILT and youth learned about messaging through the media, how to operate a video camera, how to frame shots, and how to conduct a successful interview. The YouthCares video entitled "Closing Doors" was accepted for a prime time spot in Cable Channel 29's Youth Media Festival this March!

3. Challenges

The biggest challenge for YouthCares has been a lack of timely processing by certification staff of our youth participants' paperwork and documentation. For example, I received a phone call from a Certifier three days ago requesting another form of identification from a youth participant who was "certified" in October. Unfortunately, this has been the norm for us rather than the exception. I have consistently asked my Program Officer and the staff from certification why there is this lapse between the submittal of paperwork and the follow up from Certification notifying youth that they need additional documentation. I have yet to receive an explanation for why this happens or a plan of action to ensure it doesn't happen again. I have also been asked to produce copies of documents/forms that PIC staff "couldn't find" weeks or months after they were submitted. We spend a lot of time on the administration of our PIC contract and it is frustrating to have to re-submit forms that we assumed were already processed.

Another challenge for us has been following up with our youth participants after they leave the program. We did not have a formalized process for follow-up before receiving our PIC contract. We have not spent enough time developing a clear plan for follow-up. Keeping in contact with our youth after they leave the program is critical and we need to do a better job of this in the future. In order to make this happen, we need to stick to the follow-up deadlines and to hold our staff accountable for making sure it gets done. We have begun to institute monthly check-ins about our follow-ups at staff meetings and believe this will be an area of improvement for us in the future.

4. Success Stories

Every day, we see the impact of our program in ways that cannot be measured through surveys or data collection. Providing crucial job and life skills as well as emotional support and mentoring to low-income, immigrant and at-risk teens is a remarkable accomplishment. This past year, we had the great fortune of having some of our youth publicly recognized for their profound contributions to our communities through their work at YouthCares.

Our first success story involves a youth named Chris, who worked at YC for over a year after being referred to us from Jewish Vocational Services (JVS). Chris bounded into the program with unequivocal energy and enthusiasm for working with seniors, and an equally obvious deficit in responsibility. Challenged by learning disabilities and emotional issues, Chris found some basic day-to-day job duties extremely difficult. He had trouble concentrating in workshops, listening to instructions, and simply coming to work on time. Through a great deal of one-to-one coaching from his Program Coordinator, Carolyn Shin, Chris spent the year working to improve his job performance. Together, Carolyn and Chris developed concrete tactics and techniques for coming to work on time and remaining engaged in the workplace. Carolyn also collaborated with the Vocational Services Manager at JVS, in an effort to coordinate services between our two programs. In the fall of 2004, JVS put out a call for nominations for their annual Employee of the Year Luncheon. Based on his extremely caring spirit and exemplary work with the seniors, Carolyn nominated Chris for the honor. They discussed the opportunity, recognizing both the challenges they were working to overcome and the assets that Chris brought to the job. Eventually, Chris made it to the final round of the selection process. Although Chris was ultimately not chosen as Employee of the Year, he was recognized as a Finalist, which was a great accomplishment for Chris himself and for the YouthCares program. Chris, his mother, and Carolyn attended the awards luncheon (also JVS' annual fundraiser) together.

At YouthCares, we love giving recognition to our youth at every opportunity we get. When Assembly Member Mark Leno put forth a call for nominations for his first annual Youth In Action Awards, Carolyn and Stella (the YC Intergenerational Program Coordinators) each nominated one youth from their program for the award. Anne from the YC Richmond Program and Kemi from the YC SoMa Program were both honored with a Youth in Action Award for their outstanding performance at YouthCares as well as their involvement in other community projects. Both of these young women overcame a number of barriers to success, and managed not only to succeed in the program, but also to excel and take on leadership roles. Kemi and Anne were publicly recognized for their work at the awards ceremony, which their families and YC staff attended. Both the JVS Employee of the Year Awards and Mark Leno's Youth In Action Awards ceremonies and presentations were truly inspirational and motivating for the youth and staff in our programs.

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A Beneficiary of the Jewish Community Federation.

May 5, 2006

JVS WIA 1B Youth Program Self Evaluation

Transition Services Project
July 1, 2004 to March 31, 2006

Program and Services Overview:

The JVS Transition Services Project provides comprehensive vocational, employment and education support to youth with learning, emotional and physical disabilities ages 16-21 to facilitate successful transitions from school to self-sufficiency. TSP participants include in-school and out-of-school youth who face significant academic, employment, and social barriers. JVS provides vocational and employment services to over 20 San Francisco public and non-public high schools, working specifically with students in special education classes. Youth are referred to the TSP through this direct contact with students and teachers at the schools, as well as by community partners (probation officers, transitional housing facilities, ILSP counselors) and mental health service providers. In addition to coping with one or more disabilities, many TSP participants have additional special needs based on their situations including involvement with the foster care system, juvenile justice system, mental health services, and being a young parent.

With their JVS Employment Specialist, each youth completes a Vocational Intake Assessment and an Individual Service Plan that includes vocational training, employment, education and career goals. TSP participants receive comprehensive services including academic support to complete high school, post-secondary education counseling, work readiness skills training, paid work experiences, computer skills training, summer employment, leadership opportunities, adult mentoring, competitive job counseling and placement, follow-up services and case management services. JVS continues to provide ongoing services for all TSP participants until they reach age 22 or achieve self-sufficiency. Older youth are eligible for JVS adult services programs which include: computer skills training, weekly job search workshops, and specialized training programs in health care, jobs in the legal field, and customer service.

A related JVS initiative is the ITOP (Improving Transition Outcomes Project) Interagency Council. The council was developed through a leveraged program funded by the California Workforce Investment Board. The ITOP Interagency Council consists of over 25 active representatives of public and nonprofit agencies serving youth with disabilities in San Francisco, as well as parents and youth. Some of the agencies represented include: CA Department of Rehabilitation, SFUSD, California Children's Services, Golden Gate Regional Center, SF Human Services Agency, City College of San Francisco, SF Department of Children, Youth and Families, and more. Over the past year the council has focused on a scope of work which includes conducting a community needs assessment, creating a landscape document (resource mapping), and developing a strategic action plan to improve the transition services delivery system for youth with disabilities.

With the WIA and ITOP-funded Transition Services Programs over the past two years, JVS has developed a Transition Services Staff structure. Consisting of the Program Director and three Youth Employment Specialists, the team meets monthly to review program components and procedures, share resources, learn about community partners, and review client cases. Through this process we have continued to develop the Transition Services Program model serving nearly 100 youth annually, expanded our referral relationships with other youth service agencies, conducted program evaluation, and developed our skills and competencies.

Funding Challenges
Unfortunately, funding for the ITOP program (both direct service and the community collaboration components) is at risk. Funding for this program is from the Office of Disability Employment Policy of the US Department of Labor and it is not included in the Federal 06-07 budget. We are working closely with the CalWIB and other partners to restore the program and continue it past September 30. If it is not, JVS services to transition-age youth with disabilities we will be solely reliant on WIA funds.

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Contract: July 1, 2004 – June 30, 2005

1. Goals and Outcomes

The JVS Transition Services Project met or exceeded all program goals and outcomes for the 7/1/04 to 6/30/05 contract.
Enrollments: 7 youth were carried in from the previous year and with 22 new youth participants enrolled, a total of 29 youth were served (100% of goal).
Employment: 5 youth have obtained competitive employment (166% of program goal of 3). One youth got a job during the program period, the other four during their follow-up period. The types of positions and industries include retail associates (2), administrative assistant in a government agency, child care, and food service.
Education: 5 youth participants have entered post-secondary education (125% of program goal of 4). Four youth entered City College of San Francisco, and one youth is attending Tuskegee University in Alabama.

Seven youth graduated from high school (233% of program goal of 3), and with the assistance her JVS Employment Specialist, one youth re-enrolled in high school and is on track to finishing.

Skills Attainments: 17 youth achieved skills attainments (142% of program goal of 12).

- Skills attainments included internships (subsidized by WIA funds as well as leveraged JVS programs and partnerships: Mayor's Youth Employment and Education Program, the SFUSD WorkAbility Program) at a range of worksites.
- Types of internship positions and worksites included: Activities Leaders at Boys & Girls Club, Recreation Centers; Clerical Assistants at various non-profits; a Library Assistant; and Child Care workers.
- Skills attainments also include completion of the JVS REACH Computer Skills Training Program: an eight-week course in Microsoft programs and job readiness workshops.
- One TSP participant is also a member of the Youth Advisory Council – a youth leadership and development program at JVS focusing on peer education on disability and employment issues.

****

Contract: July 1, 2005 – March 31, 2006

1. Goals and Outcomes

The JVS Transition Services Project has made excellent progress this year and is on track to meet or exceed all program goals and outcomes for the 7/1/05 to 6/30/06 contract. The majority of the outcome goals will be achieved in the next six months as youth are completing internships and initial work experiences and gaining skills to prepare them for competitive employment. Also, several youth are completing high school and will be enrolling in post-secondary education and training soon. JVS staff are dedicated to working with youth participants on an on-going basis to provide the support and services they need to achieve their educational and employment goals.

Enrollments: 17 youth were enrolled through March 31 (cumulative goal for March = 19). In April, 4 additional youth were enrolled, bringing the total number of participants to 21, or 100% of cumulative goal. JVS is on track to achieving our contract goal of 25 youth enrollments by June 2006.

Employment: To date, two youth have obtained competitive employment (50% of program goal of 4), both positions in retail. Several youth participants are actively engaged in the job search process with their Employment Specialist and will be placed soon. For example, one youth attended the JVS Summer Job Fair and had an interview with a Starbucks manager at the job fair.

Educational: No educational outcomes have been achieved to date (program goal: 8). One youth who had dropped out of high school before coming to JVS is working with his Employment Specialist to re-enroll in the high school completion program at John Adams. We are projecting at least six youth obtaining high school diplomas this spring, and will work closely with participants on enrollment into post-secondary educational programs. Several older youth are already students at City College and JVS staff support them in their academic work and help them to identify career goals and employment opportunities connected to their education.

Skills Attainments: To date 6 youth have achieved skills attainments (50% of program goal of 12).

- Skills attainments included internships (subsidized by leveraged JVS programs and partnerships) at a range of worksites. Types of internship positions and worksites included: a participant is assisting librarians at the SF Public Library, another youth is learning video production and editing at Access SF – a community television station, a youth participant who is blind is leading activities at Project Insight – a recreation center for visually impaired children.
- Skills attainments also include completion of the JVS REACH Computer Skills Training Program: an eight-week course in Microsoft programs and job readiness workshops.

2. Administration:

JVS experienced some challenges in the middle of the contract year as several JVS youth certifications and enrollments were not entered in the PIC MIS system. There appears to have been a break in the paperwork flow from the certification office (3120 Mission) and the main PIC office where enrollments are processed and data is entered. We had to resubmit paperwork for 10 clients to ensure that they were entered in the system.

3. Other Comments/ Suggestions

Forums for interaction with other subcontractors and the PIC staff are always helpful: both to learn from each other's programs as well as to clarify program procedures.

- **JVS Employer Engagement Initiatives and Partnerships**

For the past year, JVS has been a program partner in the renewal of the Jobs For Youth initiative and an active participant on the Operations Committee, providing input into the development of the system so that it is accessible to youth with disabilities. JVS will be an access point for JFY and will assist youth with disabilities in their job search through the system. All youth in the WIA 1B Transition Services Project will have access to this system.

JVS is organizing employer engagement and client services along a sector-based strategy. The sectors are: Retail/Hospitality, Health Care, Business Services and Non profit – all areas of growth in the Bay Area. The Transition Services Programs benefit from this strategy as we develop stronger partnerships with employers in areas of interest and career potential for young adult participants. From these partnerships we are developing customized training programs, interaction with employers in the form of employer panels and site visits, access to hiring managers, and employer advisory boards. In all sector teams, JVS staff include the youth programs in their activities and outreach and we are confident that this will expand opportunities for our youth and young adult participants.

LARKIN

Larkin Street Youth Services
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MEMORANDUM

May 5, 2006

To: **Alfredo Fajardo, Grant Specialist**
Private Industry Council of San Francisco

From: **Sherilyn Adams, Executive Director**
Larkin Street Youth Services

Re: **Self Evaluation**

1. Goals and Outcomes

July 1, 2004 – June 30, 2005

Last year, Larkin Street's HIRE UP program successfully enrolled 20 youth into WIA services and served an additional four youth as carry-ins from the prior year for 24 youth served against a goal of 29 (83%). Among these youth, ten successfully entered employment; two entered post-secondary education, and four achieved skills attainment. In total, 20 youth exited services (83% of goal). To date, seven youth (70%) who obtained employment remain employed.

July 1, 2005 – March 31, 2006

For the current contract year, Larkin Street enrolled eight youth as of Mach 31, 2006 against a goal of 25 (32%). During April, however, staff enrolled an additional six youth for a total of 14 youth to date (56%). Among these youth, 13 have exited services; nine were placed in employment; three enrolled in post-secondary education; and two obtained a GED. To date, all nine youth who obtained employment remain employed (100%). Currently, two youth have completed all enrollment paperwork and are awaiting work documents, and nine additional youth have been identified as possible WIA enrollees through Larkin Street's three-week Job Readiness Class.

Challenges

Although Larkin Street has made progress toward enrolling youth over the past month, several issues continue to present challenges to enrolling high numbers of youth into WIA services. The primary challenge is the documentation required for enrollment, which includes a social security card and legal, photo ID. Larkin Street serves homeless youth, a transient and high-risk population. Most of these young people are estranged from their parents and disconnected from traditional support systems. It is increasingly difficult to obtain these documents for this population, and many youth who receive extensive education and employment support—including successful job placement and post-secondary enrollment—never become WIA-enrolled due to these administrative barriers.

Other administrative requirements pose similar barriers to Larkin Street's population. The WRAT test, for example, is used to measure all skills attainments. WIA's performance measures for under-age youth are based on an in-school model that assumes that these youth are available and willing to be tested. Youth who come to Larkin Street have typically had disrupted school experiences and a testing process to assess skill deficits is an extremely negative experience. It prevents youth from accessing services and serves as a critical barrier to engaging younger youth.

WIA's retention and follow-up requirements are also poorly aligned with Larkin Street's population. Maintaining the confidentiality of the young people we serve is one of Larkin Street's core operating principles. Larkin Street collects credible follow-up and retention information directly from the young people we serve because contacting employers directly and disclosing their employees' involvement with our services conflicts with our confidentiality policy.

Larkin Street's actual service numbers reflect the administrative barriers to enrolling youth in WIA services. Last fiscal year, for example, Larkin Street successfully placed 90 youth in living wage jobs at an average starting wage of $9.57, enabled 92 youth to enroll in post-secondary school, and helped 20 youth obtain their GED or high school diploma. Of all these youth, only 24 were successfully enrolled for WIA services due to missing documentation or another administrative requirement. For the current fiscal year through March 31, Larkin Street is showing even higher numbers of total youth served, with 112 successful job placements at an average starting wage of $10.20, 71 post-secondary school enrollments, and 60 GED component tests successfully passed. Nonetheless, the agency has enrolled only 14 youth for WIA services due to administrative barriers.

Successes

Despite the administrative challenges of enrolling youth into WIA services, Larkin Street has several successes to report. This fiscal year, we added an additional GED teacher to our staff to enhance our ability to meet the high need for GED preparation tutoring among homeless youth. During the first nine months of this fiscal year, the agency was able to provide tutoring to 97 youth, 17 of whom obtained their GED or passed at least one component test. To further enhance the education services we offer, Larkin Street also recently contracted with a consulting educational psychologist to provide staff with extra training and support in serving youth with learning disabilities. Finally, education staff increased their emphasis on post-secondary retention over the past year, adding additional "College Success" groups to teach study skills and better prepare youth for the rigors of school.

Larkin Street's workforce development staff also incorporated enhancements over the past year. The Day Labor Program, which is many youths' first introduction to employment, now includes weekly life skills and professional development groups to complement on-the-job training. HIRE

UP also increased its job development capacity through cross-training to enable additional staff members to work directly with youth on job placement. Finally, an increased emphasis on job searching skills was incorporated into HIRE UP's Job Readiness Class and the agency's career-track internship program, the Institute for HIRE Learning.

2. Administration

As noted above, the administrative requirements for this project are burdensome, and staff turnover at Larkin Street created challenges with regards to timely and accurate communication with the Private Industry Council. Specifically, Larkin Street's Director of Education and Employment Services, who previously oversaw the WIA enrollment process and served as the point person with the Private Industry Council, left the agency in March. Please see below for Larkin Street's suggestions regarding technical assistance.

3. Comments/Suggestions

Given the complicated administrative requirements associated with WIA funds, Larkin Street strongly recommends that PIC provide an annual training for all subcontractors at the start of the grant year. This training would include a review of all documentation requirements to ensure that they are clearly communicated. Larkin Street also recommends that programmatic site visits occur early in the grant year, so staff can proactively address any compliance issues that may arise. A formal program manual would be extremely useful, as all information regarding administrative requirements for the funds would be available to subcontractors in one accessible document.

4. Success Story

A is a 20 year-old single mother who entered services shortly after leaving an inpatient substance abuse program. At the time, she was homeless, unemployed, and struggling to maintain her sobriety. A had emancipated from the foster care system, and she had very little external family or community support outside of Larkin Street. When she entered services, she showed significant motivation to work toward stability, and she took full advantage of opportunities through the Lark-Inn for Youth emergency shelter and HIRE UP. She enrolled in and completed HIRE UP's three-week Job Readiness Class, and subsequently enrolled in the Institute for HIRE Learning, a 12-week, paid, career-track internship program. She was interested in pursuing a career in nonprofit work, and secured an internship through the Institute with Bay Area Young Positives. Through case management services, N was connected to therapy and attended regular Narcotics Anonymous meetings. N's internship stipend helped her to stabilize, and she was accepted into Larkin Street's transitional living program for older youth, Avenues to Independence. Recently, N was offered a full-time position with BAY Positives when her internship ended. Her long-term goals include reuniting with her son once she achieves stable housing and two years of sobriety.

LYRIC

Lavender Youth Recreation & Information Center

TO: Evie Valle, PIC Contract Specialist

FR: Jodi L. Schwartz, LYRIC Executive Director

RE: WIA Youth group subcontracts review of performance from July 1, 2004 through March 31, 2006 by the PIC Board and the Youth Council

Please discuss the periods from July 1, 2004 to June 30, 2005 and from July 1, 2005 to March 31, 2006 separately. The self-evaluations should be provided to the PIC no later than ***May 5, 2006****. Please discuss all relevant programmatic issues using* ***your agency letterhead*** *and the format shown below:*

July 1, 2004 to June 30, 2005

1. Goals and Outcomes:

Discuss your planned program goals and actual performance statistics for enrollments, skills attainments, credential attainments, education and employment entries, follow-up and retentions. If you are not meeting or exceeding your goals, discuss possible reasons and solutions. Also discuss actual placement and retention rates (placements ÷ terminations and retentions ÷ placements) and skills & credential attainment rates.

Performance Goals

	Enrolled		Entered Employment		Post Secondary or Advanced Training		Attained HS Diploma/GED		Total Exits		Total Skills
	YY	OY	YY	OY	YY	OY	YY	OY	YY	OY	YY
Goal	9	20		12		12		2	9	20	8
Actual	25		3		6				25		

Significant staff changes have occurred at LYRIC from FY 04/05 to FY 05/06. The Executive Director, the Fiscal Director and the Education and Economic Development Manager in place during FY 04/05 are no longer with the organization. Records related to activities in FY 04/05 are minimal, and attempt to contact the prior Education and Economic Development Manager were unsuccessful. In addition, our PIC contract specialist during FY 04/05 is no longer with PIC. Therefore, it is difficult for the new Executive Director to comment on success and challenges of the program during FY 04/05 and to respond as to how the organization may have responded to challenges. In comparing goals from the contract to activity reports provided by the current PIC contract specialist, it would appear that LYRIC met its overall enrollment and exit goals at a rate of 86.2%.

As of April 28, the deadline set by PIC for compliance, LYRIC completed all required as well as past delinquent follow-up contacts and paperwork filings for exited participants.

2. Administration:

Discuss any problems you encountered in the administration of your program: i.e., timely submission of required paperwork and/or fiscal documents.

See above.

July 1, 2005 to April 30, 2006 (Year-To-Date)

1. Goals and Outcomes:
Discuss your planned program goals and actual performance statistics for enrollments, skills attainments, credential attainments, education and employment entries, follow-up and retentions. If you are not meeting or exceeding your goals, discuss possible reasons and solutions. Also discuss actual placement and retention rates (placements ÷ terminations and retentions ÷ placements) and skills & credential attainment rates.

Performance Goals

	Enrolled		Entered Employment		Post Secondary or Advanced Training		Attained HS Diploma/GED		Total Exits		Total Skills
	YY	OY	YY	OY	YY	OY	YY	OY	YY	OY	YY
Goal	10	15	3	8	5	6	2	1	10	15	10
Actual	3 pending	13: 6 active; 7 pending. *Note: 2 older youth were removed from roster as they were exited in error – State disallowed add back*		All 6 still active as of 4/30/06		All 6 still active as of 4/30/06		All 6 still active as of 4/30/06		All 6 still active as of 4/30/06	

Although LYRIC has not met its interim benchmarks, it is our intent to meet our full number of 25 prior to the end of the FY. We currently have six (6) active participants, and 10 who are pending enrollment processing completion. PIC had recorded that two older youth had been exited even though they were active and being paid in FY 05/06[1] – the State would not allow correction of incorrect exit data. If the 6 + 10 + 2 are all considered, LYRIC is at 72%; excluding the two being disallowed, LYRIC is at 64%.

At the beginning of FY 05/06, the program director had only been with LYRIC for nine months, and as described above, was faced with the departure of the organization's Executive Director as well as the departure of the manager that had been overseeing the PIC funded program. With the resignation of the LYRIC staff member responsible for the PIC program, the program department experienced shifts in responsibilities and ultimately a redesign of the program department. Staffing and department transitions created delays in outreach to and enrollment of youth into LYRIC's Queer Youth Training Collaborative job training and internship program.

While delays did occur early on, staffing and services stabilized as the organization enter Fall 2006, especially with the hiring of a new Executive Director who came on in September part-time and then full-time effective October 1. Outreach was made a key priority.

Informational sessions occur every month and additional outreach happens in schools, at community colleges and at community events on average 4-6 times per month, in addition to regular communication that is shared via email communication and posted on LYRIC website (www.lyric.org). To create enhanced access, youth are encouraged to come by any day during regular drop-in hours of 3-6 PM, M-F to learn more about the program outside of the regularly schedule informational sessions.

As of April 28, the deadline set by PIC for compliance, LYRIC completed all required as well as past delinquent follow-up contacts and paperwork filings for exited participants. LYRIC now has a clear system in place to make all follow-up contacts on a quarterly basis. The program director has developed a program manual in which procedures are clearly spelled out for all LYRIC programming including the Queer Youth Training Collaborative (QYTC) job readiness and internship program. In addition, a PIC specific manual with all required forms and instructions for completion is in place and all staff working on the contract have been trained.

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[1] LYRIC has no record of exit.

In addition, all materials have been revised and updated. Materials for the program include a site supervisor manual and PowerPoint presentation, intern application and intern handbook, updated and enhanced job readiness and job retention skills development curriculum.

To better support interns, many of whom are marginalized youth because of their sexual orientation or gender identity, are low-income, homeless or marginally housed, or youth of color, LYRIC has worked to enhance its level of case management and linkage to support services. Staff supporting the QYTC carry out assessment and individualized planning with each intern. To supplement these services, LYRIC's drop-in center is supported by a licensed therapist who is available to provide more intensive case management as well as 1-on-1 mental health therapy, and Dimensions Clinic – a clinic set up to meet the physical and behavioral health needs of queer youth – supports additional case management access on-site at LYRIC on a weekly basis. It is the plan for LYRIC to continue to strengthen these critical case management supports through additional collaboration and expansion of in-house case management as new resources allow. Without these supports many of LYRIC's interns struggle to maintain their engagement with the program due to being overwhelmed by other life demands.

2. Administration:

Discuss any problems you encountered in the administration of your program: i.e., timely submission of required paperwork and/or fiscal documents.

Most attempts to contact youth for follow up turned out to be a challenging task. Many of the youth served were no longer reachable through the contact information listed in their files. As of April 28, 2006, all follow up paperwork due was completed and provided to PIC.

LYRIC has yet to catch up-to-date on invoicing for FY 05/06. LYRIC's ED has been in communication with PIC staff and submitting invoices up-to-date is a top priority. LYRIC just hired a permanent fiscal manager on April 11, and the ED and new fiscal manager are working hard to get this portion of our contract relationship in order.

3. Other Comments/Suggestions:

Include any other comments or suggestions you would like to make regarding your WIA program.

LYRIC looks forward to beginning FY 06/07 having already updated and enhanced its outreach strategies and program implementation procedures as well as all of its program materials. LYRIC as an organization has moved a great distance towards stability with new leadership at both the staff and board levels, enhanced fiscal accountability and planning (a FY 06/07 budget has already been approved by the board), a fund development plan is in place and being implemented by a solid staff and board fund development team, and program planning long and short-term is underway.

LYRIC is feeling very strong in its relationship with new contract specialist Evie Valle who has provided very clear feedback and written reports as to our progress and very solid support around all the complex requirements of the PIC grant. It is our desire to work in FY 06/07 to enhance our relationship with other PIC staff responsible for certification of LYRIC's youth interns. The process of certification continues to be a significant challenge for our youth and is a barrier to youth participation in the QYTC. Ms. Valle and Ms. Schwartz have agreed that enhancing this process for both PIC and LYRIC will be a top priority starting of the New Year.

While organizational challenges at LYRIC at the beginning of the fiscal year got programming off to a late start, it is important to note that our internship program is functioning at a high level as we speak. In addition to all of the outreach activities, a series of site supervisor trainings is occurring in May to refresh information for current site supervisors, train new staff at existing sites as well as staff at three new placement sites – Under One Roof, GLBT National TalkLine, and Dimensions Clinic. LYRIC is bustling with interns learning about nonprofit fund development, nonprofit administration, and actively involved in planning LYRIC's annual Unchained Conference, LYRIC's PRIDE events. Twice a month interns come to LYRIC for semi-monthly job training activities.

If any member of the PIC Board or the Youth Council has any questions, or any member of PIC staff, please do not hesitate to contact Jodi L. Schwartz, LYRIC Executive Director, 415.703.6150 x 19.

Thank you for this opportunity to update you about our progress at LYRIC.

LightHouse for the Blind and Visually Impaired

Year 2004/2005

Program, Services, and the Target Population.
The LightHouse Youth Program is the only comprehensive services provider for blind and visually impaired youth in San Francisco City and County. The term 'blindness' describes visual acuity of 20/200 or peripheral vision of less than 20 degrees or with only 10% of total vision. According to the American Foundation for the Blind, blind youth are at greater risk of low educational achievement and unemployment than any other segment of the population: Only 45% of visually impaired individuals have a high school diploma, compared to 80% of fully sighted people. 70% of legally blind adults are unemployed. The overarching goal of the Youth Program is to equip youth with the psychosocial and practical skills necessary to transition successfully to independent adulthood. Participants develop individualized program plans, enabling youth to choose from a tri-partite curriculum those recreational, educational and career development activities which will forward personalized life goals and objectives.

Staff Development Activities
At the LightHouse, PIC/WIA-funded Staff Members both attended and implemented workshops on youth-related issues at professional conferences, facilitated by organizations such as the California Transcribers and Educators of the Visually Handicapped and the California Association for Health, Physical Education, Recreation and Dance. Staff Members also attended functions and professional networking opportunities facilitated by United Camps, Conferences and Retreats.

The Youth Program Director is currently pursuing a second Master's Degree from Florida State University with particular emphasis on Special Education and Visual Impairments. His first Masters Degree is from San Francisco State University in Special Education, with a focus on Orientation and Mobility.

1) Goals and Outcomes:

The LightHouse continuously leverages collaborative partnerships and informal relationships to maximize service provision for blind and visually impaired youth:

- San Francisco Unified School District The LightHouse and the School District exchange information and resources and mutually refer students where appropriate. The Youth Coordinator attends presentations, such as the "Improving Transition Outcomes Project", keeping abreast of current issues and best practice policies.
- Department of Rehabilitation (DOR) Youth work with DOR counselors, who provide mentoring, information and referral opportunities. Working alongside DOR enables youth access to State funding for third level education, reduced fee adaptive aids and appliances and other resources for youth to pursue their educational goals.

- Sensory Access Foundation (SAF) LightHouse onsite contractees, SAF, assist youth on an individual basis, offering motivational insight into the job search process and practical guidance and resources for success, such as resume writing tips. This summer, SAF offers "All-Day Career Workshops", in conjunction with other LightHouse partners, counseling individuals to identify and pursue careers where they demonstrate aptitude and interest.
- San Francisco Independent Living Resource Center The Center will participate in this summer's "All-Day Career Workshops", offering expanded career counseling opportunities.
- San Francisco Park and Recreation Department's Project Insight Saturday mornings, in collaboration with Project Insight at the Wawona Clubhouse, youth engage in social activities. Parents and caregivers are invited to the first session to assist youth in the transition from the home environment to the peer group environment. Activities such as archery, bowling and horseback riding challenge teens physically, emotionally and psychologically and help them gain self-esteem.
- All-In-Play This internet game playing company made their accessible video games available at no charge to youth at the LightHouse. These accessible games offered an invaluable opportunity for youth to hone their coordination skills and develop world-wide friendships over the net, participating as equal counterparts to their sighted friends.
- Guide Dogs Maintaining an ongoing information and referral relationship with Guide Dogs expands opportunities for internship placement with external agencies. Currently, one youth is working with Guide Dogs in the marketing department.

Current and Planned Enrollment Targets
The LightHouse Youth Program Staff Members, working with a low-incidence disability group, operating a new program as novice PIC recipients, are proud to meet enrollment goals in this first year of the PIC/WIA grant award. Nine blind and visually impaired youth are currently enrolled and certified in the LightHouse Youth Program, meeting April enrollment targets. Three more youth have since been certified - Ryan, Olinda and Haben – meeting the May target prior to the end of the month. Planned enrollment activities for the remainder of the program include outreach and recruitment campaigns at our summer program, Enchanted Hills Camp, Junior High and High School sessions, joint recruitment with California School for the Blind and advertisement on the LightHouse web page. As the program moves into its tertiary phase, Career Development goals and activities are expanded as youth move from high school or college into the world of work. The recently implemented Paid Internship Program, in tandem with the new, summer Career Development Workshops, will also attract future recruits.

Activities, Accomplishments and Performance
The *recreational* elements of the Youth Program foster confidence and self-esteem, derived from the purposeful selection of physical and creative opportunities. After-school, day excursions and day camp activities, including indoor rock-climbing, internet game playing and Goal Ball, develop crucial mobility and orientation skills and increase youths' self-reliance. The Arts and Crafts Program enables youth to explore the different dimensions of physical space,

therapeutically externalizing internal realities, and creating a concrete product of their artistic vision.

- All participants have taken part in physical activities, and every youth is encouraged to take part in an activity that, by challenging their physical limitations, increases their capacity to be independent.

The *educational* element of the Youth Program opens up the world of learning, offering access to technological training, information and referral opportunities, mentoring and support. The program's partnership with the Department of Rehabilitation enables youth to access State funding, providing resources for youth to pursue their educational goals. Educational workshops available at the LightHouse increases youths' technological proficiency - the crucial enabler for equal participation in life by individuals who are visually impaired. Youth learn how to use technological devices, such as screen reading and screen enlarging software, as a vital precursor to success in school and beyond. Workshops also develop life awareness skills, focusing on areas such as financial management, budgeting and developing homemaker competencies, enabling independence and self-reliance for life.

- There is 100% involvement in college level education, vocational or living skills training of current PIC-funded participants.
- All participants developed proficiency in the use of adaptive technology.

The *career development* team offer guidance in the career selection process. "All-Day Career Workshops", and individualized one-on-one sessions with SAF, will assist in crafting and designing a successful job search. Four LightHouse paid internships, offered in administrative and recreational areas of LightHouse programming, enable the development of skills in leadership and self-motivation, as well as workplace applicable competencies in software usage, administration, time-management and multitasking. Interns will receive evaluation and feedback - invaluable in crafting an effective job search and entering a satisfying career.

- All youth aged 18 or more are developing and pursuing a personalized strategy for future professional or vocational employment. LightHouse follow up services and quarterly check ins provide a structure to ensure future success

2) Administration:

Combining organizational longevity with a flexible responsiveness to emerging needs, the LightHouse has the administrative expertise and staff resources necessary to meet PIC-funded youths' needs over time. Experienced Youth Program staff, managed by the Program Director and Youth Services Coordinator, have program resources made available through a diverse income stream, where a variety of funding sources ensures the continuation of this crucial program. The Youth Services Coordinator, a previous staff member at PIC, has knowledge and expertise in managing PIC administrative requirements, including submittal of required paperwork, fiscal documents and certification procedures. By virtue of our constituents' particular needs for information in accessible formats, however, working alongside the One Stop Shops has proved challenging. The certification process is not accessible for the visually impaired, necessitating the full time attendance of the Youth Services Coordinator to assist with certification. This is time consuming. Complying with mandatory testing requirements is also complicated by the fact that tests, such as the CASA, are inaccessible. Creative, read-aloud solutions are implemented, but these are not wholly satisfactory. The Youth Program staff are currently researching accessible tests.

3) Other Comments and Suggestions:

PIC staff have been continuously helpful and responsive, but staff turnover or reallocation has complicated the reporting process. In some instances, documents have been misplaced or misfiled, which has led to the duplication of work efforts at the LightHouse.

PIC/WIA forms require intensive administrative time; a system of streamlining the paperwork process would enable LightHouse staff to devote more time to direct services.

LightHouse for the Blind and Visually Impaired

Year 2005/2006

Program, Services, and the Target Population.

The LightHouse Youth Program is the only comprehensive services provider for blind and visually impaired youth in San Francisco City and County. The term 'blindness' describes visual acuity of 20/200 or peripheral vision of less than 20 degrees or with only 10% of total vision. According to the American Foundation for the Blind, blind youth are at greater risk of low educational achievement and unemployment than any other segment of the population: Only 45% of visually impaired individuals have a high school diploma, compared to 80% of fully sighted people. 70% of legally blind adults are unemployed. The overarching goal of the Youth Program is to equip youth with the psychosocial and practical skills necessary to transition successfully to independent adulthood. Participants develop individualized program plans, enabling youth to choose from a tri-partite curriculum those recreational, educational and career development activities which will forward personalize life goals and objectives.

Staff Development Activities

In our second year of the program, PIC/WIA-funded Staff Members, including the Youth Services Coordinator and the Community Services Director both attended and implemented workshops on youth-related issues at professional conferences, facilitated by organizations such as the California Transcribers and Educators of the Visually Handicapped and the California Association for Health; California School for the Blind; Orientation Center for the Blind; Northern California Transition Council; Living Skills Center; Vista Center for the Blind; Guide Dogs for the Blind; California Department of Rehabilitation; San Francisco Unified School District; and Vallejo Unified School District..

The Community Services Director, which oversees the Youth Services Coordinator, is currently pursuing a second Master's Degree from Florida State University with particular emphasis on Special Education and Visual Impairments. His first Masters Degree is from San Francisco State University in Special Education, with a focus on Orientation and Mobility.

The Youth Services Coordinator, in collaboration with California Department of Rehabilitation; California School for the Blind; and Vista Center for the Blind, designed and developed a curriculum for Building a Better Future, a career workshop for blind and young adults ages 16-21. The workshop instructs participants on the necessary skills such as job search; resume writing; and interviewing.

1) Goals and Outcomes:

The LightHouse continuously develops collaborative partnerships to maximize service provision for blind and visually impaired youth under the WIA/PIC funds:

- San Francisco Unified School District The LightHouse and the School District exchange information and resources and mutually refer students where appropriate. The Youth Coordinator attends vision services staff meeting to outreach to teachers of the blind and visually impaired students in the school district. Information presented includes internship and volunteer opportunities and upcoming workshops.

- Department of Rehabilitation (DOR) Youth work with DOR counselors, who provide mentoring, information and referral opportunities. Working alongside DOR enables youth access to State funding college or training centers, reduced cost of adaptive aids and appliances and other resources for youth to pursue their educational and career goals.
- Vista Center for the Blind LightHouse partners with community agencies such as Vista Center for the Blind to assist youth on vocational training by offering worhshops designed to motivate and train blind and visually impaired young adults ages 14-21 in job search process; practical vocational skills and resources for success. Such activities include resume writing, interview skills, and other valuable resources.
- Living Skills Center In collaboration through and as a result of the Northern California Transition Council, the Living Skills Center has referred their students to the LightHouse for vocational and transitional services. Their students benefited from the Youth Internship Program working at the Reception Desk and at the LightHouse Adaptation Store. These training opportunities prepares these two youth in our program to be ready for their transition after completion of their training program at the Living Skills Center for job search. These two participants is also scheduled to attend the Career Workshop as part of their core training process.
- San Francisco Park and Recreation Department's Project Insight In partnership with Project Insight, the youth program meets on a regular basis on Saturday mornings for social-educational activities. Activities such as bowling; ice-skating; hiking; kayaking; and horseback riding challenge teens physically, emotionally and psychologically and help them develop independence and self-esteem.
- Guide Dogs Maintaining an ongoing information and referral relationship with Guide Dogs expands opportunities for internship placement with external agencies. Currently, one youth is working with Guide Dogs in the marketing department.
- California School for the Blind The California School for the Blind (CSB) provides intensive, disability specific educational services for enrolled students who are blind, visually impaired, deaf-blind, and visually impaired/multi-disabled, whose primary learning needs are related to their visual impairment. In partnership with students, families, other consumers, local educational agencies, professional and community resources, California School for the Blind prepares students to participate at their highest level of independence in their schools, workplaces, and communities.

Current and Planned Enrollment Targets

The LightHouse Youth Program Staff Members, working with a low-incidence disability group, operating the PIC program.

Enrollment:

The planned program goal is to enroll fifteen youth between the ages of 14-21 into the program. Currently, the program has thirteen participants enrolled, certified, and receiving services. Two additional participants serving the capacity of Counselor in Training (CIT) has been identified and will be certified and enrolled in the month of May—at that time, the program will meet the original enrollment goal.

Skills Attainment:
For skills attainment, the total number of youth enrolled in the program returning to secondary education is three. The estimated number for this classification is also three. Also, worth mentioning is that five of our participants are also enrolled in post secondary education or advance training, exceeding our original estimate.

Credential/HS Diploma attainment:
For this category, we have one participant graduating from High School who will receive his diploma in the Month of June.

Education and Employment:
For those entering employment, we estimated a higher number at three by the month of June and we are currently able to report one by the month of April.

Follow-up and Retentions:
Many of our participants enrolled in the second year of this grant (FY05-06 463E) have not exited the program because services are still being delivered. Those that exited the program have not reached the follow-up cycle determined by the time-table prescribed by PIC/WIA. Retention is applicable in this case for most participants enrolled in the program.

2) Administration:
In addressing the alarming statistics of unemployment/underemployment for blind and visually impaired working age adults in the United States, the LightHouse has the administrative expertise and staff resources to create an internship program that enables youth to gain skills and experience that would better prepare them for employment upon successful completion of our program. Experienced Youth Program staff, managed by the Community Services Director and Youth Services Coordinator, have program resources made available. In compliance with the skills assessments necessities, the LightHouse is currently exploring the possibility of designing and submitting our own measuring tool for program use pending approval by PIC. It is by our experience that we have discovered the existing assessment tool (CASAS) to be inaccessible to our participant population.

3) Other Comments and Suggestions:
The continuous support the program received from the Private Industry Staff has been helpful and responsive. However, there were some changes in reporting midway through the fiscal year. There were also changes in the required forms.

Similarly to last year's suggestion, PIC/WIA forms require intensive administrative time; a system of streamlining the paperwork process would enable staff to devote more time to direct services.

MHH
SOMEC

April 27, 2006

Mission Hiring Hall, Inc.
South of Market Employment Center
WIA Youth Subcontractor's Performance Evaluation
Subcontract #107 D& E
Code 301 YS
Report Period: July 1, 2004 to March 31, 2006
Prepared by: Stella Becerra

The Mission Hiring Hall/South of Market Employment Center (MHH/SOMEC) enrolled and served 21 youth the period between July 1, 2004 through June 30, 2005 for the Youth Employment Supportive Services (Y.E.S.S.) program. During that time, a different Youth Coordinator, enrolled and served these youth. In June of 2005, I started the position and attempted to build contacts with these youth to provide follow-up services. From 21 youth, two had withdrawn from participation, but the remaining 19 youth thrived in employment, training, or secondary education. Six of the youth successfully completed the STEPS program, which is an extensive security training program, offered at SOMEC and upon completion; one earns a guard card and a position in security. Those six youth are currently working security positions with benefits. Eight of the youth are still working with their exit employers. Two completed their AA degree with Heald College and are working in their area of study. One is continuing his education at S.F.S.U majoring in business and interning for a non-profit agency. The remaining two, are in transition—they are currently looking for employment and utilizing SOMEC for referrals. Those two are interested in the Westfield development and would like to find employment within that establishment.

Every youth benefited from one on one coaching and job readiness trainings. Follow-ups were a bit difficult to conduct with this group of youth, because they were enrolled by a different coordinator; as a result, most of the youth took some time to get accustomed to the transition. Most youth were late in submitting their supplemental information with me. It took some time for the youth to get accustomed to the follow-up procedures. Out of the 21 youth, 80% made a true effort to keep in contact and provide their supplemental information. 10% of the youth had moved, or changed numbers, which made it difficult to locate and reconnect. The remaining 10% lost interest or were not motivated enough to participate and move forward with their responsibilities.

Overall, MHH/SOMEC met our goals with recruitments, enrollments, and positive outcomes. One of the major challenges I faced with the 107D youth contract year was the completion and submission of the quarterly follow-up paperwork. I believe it is important to keep in contact with the youth upon completion; however, collecting supplemental information for all four quarters can be a strain for the program

Administrator, which takes time away from the new participating youth. I suggest that the supplemental data be collected once at the point of exit and once during the third follow-up; instead of, collecting for five different periods, which takes time away from actually coaching the next wave of youth. I found myself taking much time trying to hunt down employers and track check stubs for specific dates. Most youth from the 107D period stated they had no time to come to the office to drop off this information because of their school and work schedules, along with paying for transportation to come meet with me. To be frank, these youth achieved their goals and wanted to move on with their plans. I recommend the follow-up sessions be cut back to six months instead of a full year. And for those youth who want to keep in contact for longer periods of time may do so, which would be a beneficial plus to both the youth and the agency. Or implement a new guideline for new administrators coming on board to collect data for a six month period instead of twelve months for the youth they are just coming into contact with. For those who already built relationships with youth through their enrollments and interactions—keep the full year follow-up guidelines. This recommendation will make an easy transition for a new administrator walking into the contract year, and would also respect the participation and privacy of the youth already enrolled.

MHH/SOMEC has been successful with the enrollment goal for Subcontract Year 107E. I have enrolled 13 youth into the Y.E.S.S. program between July and March, and enrolled another 6 youth in the month of April, bringing the total enrollment to 19 youth. Our enrollment goal was to reach 15 youth for the contract year. I have also created a list of interested applicants for the next enrollment season; these youth will return from summer vacation and will be age ready by July and August. In preparation for the enrollment of youth, I have attended youth fairs, expos, community meeting, and visited various community based organizations to share information about our services. Also, I have contacted high schools in the area and conducted presentations to many job ready youth. I am an active member of the Youth Employment Coalition (YEC), where various youth agencies come together to share information and provide referrals as well as job opportunities. From my networking, I have established a good referral system with the San Francisco Conservation Corps, Job Corps, and Enterprise for High School along with many more youth agencies.

During the 107E enrollment period, I have met with my youth individually and in small peer groups to provide quality coaching. I shared with my youth the importance of completing their high school education and advancing into secondary education whether it is community college or university. We worked on the development of job readiness skills; such as, interviewing techniques and developing workforce etiquette. My youth are exposed to trainings that cover job searches, written representations; such as, applications, resumes, cover letters, and references, as well as, teaching self-awareness, understanding the importance of integrity—working individually and as a team-player, and finally seeing the "big picture" of taking ownership for the decisions they make which leads to their career goals. We finally end with a wrap-up session to tie all of the components together. In addition, MHH/SOMEC offers many programs such as STEPS, Customer Service training (Westfield), Hotel and Hospitality training, Construction Administration training, and an introduction to the apprenticeships in construction. Five youth serve as interns at SOMEC where the youth are provided with the opportunity to meet with each program coordinator and staff member to have exposure to various careers in the workforce. Most importantly, my youth could benefit from the many relationships MHH/SOMEC has developed with various employers in San Francisco who are specifically looking for future employees just like them. On another note, four youth were placed into jobs where one youth named Elmer was hired and offered a supervisor position after working only three months. Elston completed the STEPS program and the Concierge for a Day program and was offered a position at the Westfield shopping center as a security guard. Mitchell and Nancy were hired immediately after we revamped their resumes and practiced mock interviews—they just needed a little direction and coaching. Three are currently interviewing for jobs, and the remaining six are attending trainings provided by SOMEC; such as, Customer Service trainings, and attending City College taking courses in either Liberal Studies or English as a Second Language. The half-hour to one hour coaching sessions with the youth, allowed us to form bonds to ensure long-term communication and positive referrals to employers. I have also witnessed support groups and watched friendships blossom within this current group of youth—they help one another with projects, support each others ideas, and formed friendships outside of the organization.

The youth also learned more about what MHH/SOMEC does as an agency and learned to use us as a resource tool for themselves as well as their family members. Some youth introduced their parents to our agency to help with their job searches and referrals, and one family is interested in our new program LIFE_UP (Low Income Family Employment Upgrade Program), which takes the family and brings them to self-sufficiency and home ownership through our Family Employment Plan, Family Development Account, and Family Sponsorship Program.

Exits and Follow-ups are approaching for the 107E contract youth, and I anticipate a positive reporting session for those elements. I found the recent training workshops necessary and useful to ensure the timely submission and process of documents. Because I was the initial person to recruit and enroll my youth, I predict a complete and positive collection of supplemental data to support the enrollment plan of the youth.

In conclusion, it has been a rewarding and uplifting experience to work with the youth—to witness their accomplishments as well as help them develop their goals. It is my hope that WIA/PIC and my fellow colleagues continue the work that we are doing to turn out a positive workforce and positive future for our youth and community.

Stella Becerra
Youth Coordinator

MISSION LANGUAGE AND VOCATIONAL SCHOOL

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WIA YOUTH Program Self Evaluation

1. GOALS AND OUTCOMES

MLVS' WIA youth program outcomes for fiscal years 2004-05 and 2005-06 up until March 31st 2006 have met or exceeded goals in all requirement areas. MLVS served 23 low income and minority youth participants in the MLVS-WIA youth program in 2004-05 and 20 in 2005-06. MLVS' youth program serves youth participants in the 17-21 age group, of whom 100% are low-income or have other significant educational and occupational barriers including: Limited English Proficiency (LEP), lack of basic reading and math skills, no high school diploma, computer illiteracy, homelessness, gang involvement, substance abuse, disabilities, welfare dependency, and/or young women returning to school after pregnancy. MLVS provides not only educational and vocational instruction including Vocational English as a Second Language (VESL), but also assessment, counseling, mentorship and follow-up services. The goals of this program are to provide low-income, LEP and minority youths with a comprehensive, and coordinated workforce development system for learning the basic vocational, educational, and leadership skills necessary to enable them to find and retain quality, unsubsidized employment.

Enrollment

MLVS provided extensive outreach and recruitment services to **enroll 23** low income and minority youth participants in 2004-05 out of the goal of **23** resulting in **100%** of the enrollment goal being met. In 2005-06, MLVS enrolled **20** out of the goal of **20** also resulting in a total of **100%.**

2004-2005	***Planned***	23	**Actual**	23	100%
2005-2006	***Planned***	20	**Actual**	20	100%

Skills Attainments

91% of MLVS WIA Youth program 2004-05 participants completed coursework, benchmarks, exams and exit tests resulting in **10** actual out of the goal of **11** participants completing skills attainments leading the ultimate goal of receiving a certification. Program participants followed our three-phase State BPPVE-approved curriculum covering a maximum of 36 weeks of training, as follows: 1) Basic Skills/VESL training with an emphasis on basic reading, basic math, computer usage, and special skills classes, 2) Vocational Concentrations in one of the following fields of study: Medical Assisting, Office Technology, Culinary Arts, Computerized Accounting and 3) Job Skills including electronic/Internet job search, resume preparation, application forms, and intensive interview skills. Currently the goal for 2005-06 is zero because not all students have completed the training for this year, however, ten participants have successfully achieved skill attainment as of March 31st, 2006.

2004-2005	***Planned***	11	**Actual**	10	91%
2005-2006	***Planned***	0	**Actual**	10	N/A

Credential Attainments

MLVS participants that completed skills attainments in required courses were eligible to receive a certification credential validated by the BPPVE. In the 2004-2005 school year, **18** participants out of a goal of **14** or **129%** of the participants received a credential in one of the specific vocational emphasis mentioned above. In the 2005-06 school year, MLVS has met the goal of **1** participants attaining a credential for a total of **10** participants receiving a certification in their field of study.

2004-2005	**Planned**	14	**Actual**	18	129%
2005-2006	***Planned***	**1**	**Actual**	**10**	100+%

Education Entries

2004-2005	***Planned***	4	**Actual**	2	50%
2005-2006	***Planned***	1	**Actual**	1	100%

During the PY 2004-05 there were two participants who were targeted to continue education at City College of San Francisco but instead, due to financial needs, obtained employment. Therefore the program goals were short (2) education entries but the employment entries was (2) participants above the goal.

Employment Placement

MLVS youth program participants completed MLVS' WIA Youth program and utilized the skills attained to gain employment in career oriented jobs in Clerical Office, Medical Assisting, Culinary Arts and Computerized accounting fields. For many of the youth participants this was their first time entering the workforce. MLVS exceeded employment goals for 2004-05 by placing **115%** of the goal of **13** participants by helping **15** low income and minority youth gain the employment necessary to maintain a quality standard of living. Up to March 31, 2006 of in the 2005-06 school year, MLVS has also placed **4** youth participants in career oriented jobs, even though there is not a set goal for this time frame.

2004-2005	***Planned***	13	**Actual**	15	115%
2005-2006	***Planned***	0	**Actual**	4	100+%

Follow up

2004-2005	***Planned***	23	**Actual**	23	100 %
2005-2006	***Planned***	0	**Actual**	10	100+%

Actual Retention Rates

2004-2005	***Planned***	12	**Actual**	12	100%
2005-2006	***Planned***	0	**Actual**	0	100%

2. ADMINISTRATION

Discuss any problems you encountered in the administration of your program: i.e. timely submission of required paperwork and/or fiscal documents

Financial support while attending intensive vocational programs may be addressed as part of the youth need of independence and control over one's life. Programs in some cases may extend up to 36 weeks of training, 35 hrs of classes per week. Most of these youth do not qualify to receive unemployment benefits, or have little support from family or friends and often times are no longer living at home. A minimal stipend to support youth while attending the training would be of great assistance to build a network of support for youth and allow them to stay focused on their studies.

There have been occasions where the child care approval submitted to the Children's Council has taken longer than expected having participants either make payment by themselves or drop the program due to inability to make payment to child care providers.
Other areas to improve would also be the processing of documentation and security. At times documentation has been misplaced delaying certification and/or MIS recordkeeping.

3. OTHER COMMENTS/SUGGESTIONS

Include any other comments or suggestions you would like to make regarding your WIA program

In this last few years, due to the Iraq war, recruitment has become exceedingly more difficult due to the selective services requirement. Many individuals and their families are fearful that if they register for selective services that they will end up in Iraq. This poses a difficult challenge for our community, as there are many low income and minority individuals who need access to funding in order to be able to gain the education and skills necessary to have a career. Additionally, funding access for the working poor, who cannot afford to quit their job to attend a full time training would benefit from funding for part time training.

Mission Neighborhood Centers

DID NOT SUBMIT SELF EVALUATION

Renaissance Parents of Success

DID NOT SUBMIT SELF EVALUATION

City and County of San Francisco

OFFICE OF THE SHERIFF

Michael Hennessey
SHERIFF

(415) 554-7225

April 28, 2006

301344EYS: San Francisco Sheriff's Department
WIA Youth Self-Evaluation

1. *Goals and Outcomes: Discuss your planned program goals and actual performance statistics for enrollments, skills attainments, credential attainments, education and employment entries, follow-up and retentions. If you are not meeting or exceeding your goals, discuss possible reasons and solutions. Also discuss actual placement and retention rates (placements, terminations, retentions) and skills & credential attainment rates.*

Brief description of program, services, and target population. The San Francisco Sheriff's Department's Youth Employment Program provides a continuum of services to high-risk youth (ages 18 to 21) who have been impacted by incarceration to support them in working toward their employment, academic, and life goals. The program will serve 22 youth this year. The model of service for this program is based on coordinating individualized education and vocational plans for each client, the goals of which are to complete high school and successfully enter or reenter the job market following periods of incarceration. Building on existing academic, vocational, and personal development programs, the program offers a high school diploma course through enrollment in SFSD's fully-accredited Five Keys Charter School. Youth are placed in appropriate academic classes, and concurrently attend elective classes in relevant topics like substance abuse, violence prevention, and life skills.

Youth enrolled in the program meet regularly with the program's Case Manager/Job Developer, hired through a subcontract with Community Works, to receive a variety of services including assistance with resume writing, mock interviews, training in on-the-job conduct and conflict resolution in the workplace, subsidized and unsubsidized job placements, and other job-related support. Referrals are made toward postsecondary education or advanced training goals and for community-based support services as needed.

This program is designed to promote youth leadership opportunities and prepare youth to become contributing community members through caring, supportive relationships with adult mentors (both program staff and in the community) who serve as positive role models. A small number of participants are placed in internships to work in the field of human services and receive $10 an hour for up to 20 hours per week over a three- to six-month period.

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Staff development activities the program has undertaken. Program staff have attended periodic conferences and summits on youth employment and juvenile justice issues which have provided them with invaluable opportunities to network with other local service providers serving youth. Additionally, the program's Case Manager/Job Developer has participated in numerous in-house trainings on issues affecting clientele of Sheriff's Department programs, including one on working with learning-disabled students and another about the Drug Overdose Prevention and Education Project.

Description of linkages developed with other youth organizations and the specific purposes and outcomes of those linkages. Linkages have been established with the following CBO's: Youth Guidance Center, Brothers Against Guns, VVJET, Northern California Service League, Ella Hill Hutch Community Center, Walden House, San Francisco Conservation Corps, and Young Community Developers. The purpose of these linkages has been to develop and grow a referral network with these organizations to encourage them to refer their clients who are 18 to 21 years old to the Youth Employment Program. Some of these organizations have also provided program participants with job training through internship opportunities, which were opened as a result of these linkages. The program has established particularly strong relationships with Drug Court and Adult Probation, with whom program staff has prepared collaborative case management plans.

Activities. The program's support services offered include adult mentoring, job readiness classes, individualized pre-employment preparation, assistance with registering for GED programs and college coursework, referrals to "advanced training" programs such as the San Francisco Conservation Corps, Youthbuild, and Young Community Developers. Other program components available to youth include job search assistance, internship opportunities, process groups and individual counseling. The program also offers individualized case management, childcare subsidies, and transportation assistance in the form of MUNI FastPasses and bus tokens for participants to access program-related activities.

Accomplishments. Some accomplishments that the Youth Employment Program has achieved include: 1) success with meeting enrollment goals, achieving 91% of the enrollment goal through April; 2) effectiveness in placing youth in employment or education (although this paperwork has not yet been submitted to the PIC); and 3) extensive networking with other local agencies serving youth, leading to a wide variety of reciprocal referral relationships being established with other local service providers.

Planned program goals and actual performance statistics. The enrollment goal for the Youth Employment Program is 22 youth for this second year of operation. The program is doing very well in progressing toward this goal; by April, 20 youth have been enrolled, representing 91% of total enrollment. Progress made toward other programmatic goals, such as the number of youth placed in jobs and the number of youth enrolled in a high school diploma/GED program, is still being analyzed, but early results on these areas, both for the current enrollees and the 2004-2005 clients in follow-up are encouraging.

Areas for improvement. The 2004-2005 program year offered many more "carrots" to youth, including more than twice as many subsidized internship opportunities, as well as more funding available to pay for equipment or school costs. This has made recruitment and retention a bit more challenging, but we are making our best effort to meet our performance goals regardless of this hurdle.

2. *Administration: Discuss any problems you encountered in the administration of your program: i.e., timely submission of required paperwork and/or fiscal documents.*

As with any Sheriff's Department program, our primary challenges tend to lie with issues around working with this difficult-to-serve population. Administrative challenges are fewer and farther between.

There has not been any staff turnover or administrative issues with the day-to-day implementation of the program. Program staff has established a good track record in general with submitting monthly reports and other required paperwork. However, reorganization within the San Francisco Sheriff's Department's Finance Division, as well as program subcontractors' late submission of invoices to the Sheriff's Department, resulted in delays in submitting invoices to the PIC. These issues have been addressed internally and are not expected to cause any problems in the future.

The PIC Contract Administrator and other PIC staff have been very responsive, approachable, and flexible in addressing issues as they arise. As a result, program staff have been able to advance toward programmatic goals in a timely manner and support youth participants in making progress toward their personal goals.

3. *Other Comments/Suggestions: Include any other comments or suggestions you would like to make regarding your WIA program.*

As stated in the previous question, PIC Administrative staff has always been responsive and informed, and have provided us with very competent technical assistance. Any suggestions we would offer would be around the ability to direct resources toward financial incentives for the clientele, as mentioned in the "Areas for improvement" section of the answer to question #1.

bayview hunters point
HEALING ARTS CENTER
VISION. ACTION. TRANSFORMATION

May 5, 2006

Private Industry Council
745 Franklin Street, Suite 200
San Francisco, CA 94102

To Whom It May Concern:

This letter serves as a self-evaluation of Bayview Learns accomplishments during the 2004-05 funding cycle. The year was particularly eventful as youth participants partnered with adult mentors and experts from around the city to design a new youth center in the heart of Bayview Hunters Point.

1. Goal and Outcomes

Program Goals: Bayview Learns greatly values the opportunity to align its youth programs with the Youth Council's vision for integrated, community-based youth services. The Youth Council's 2004 RFP was a natural fit for Bayview Learns' expansion into the new Bayview Hunters Point Healing Arts Center, which addresses a wide range of youth-identified needs and interests in arts, education, health and wellness, employment, community development, and recreation. Located in a convenient and neutral section of Third Street, the Healing Arts Center was designed to serve as a central, safe, and vibrant hub for constructive youth activities.

Bayview Learns overall 2004-05 goal was to mark the culmination of more than five years of research and program pilots by opening the Healing Arts Center in May 2005. Under the umbrella of planning for the Center's opening, Bayview Learns addressed the following WIA design elements during its summer and school year programs: Paid Work Experience; Leadership Development; Support Services; Adult Mentoring; Follow-up Services; Cultural Arts; and Violence Prevention.

In advance of the Center's opening, Bayview Learns worked to provide 25 youth with education, career, and community service programming using a rigorous, engaging, and relevant curriculum focused on the tangible outcome of creating a local youth center. Staff and partners hoped that the realization of such an important youth vision would motivate Bayview's young people to prepare for meaningful roles as adult members of the community.

Actual Performance: Bayview Learns exceeded its 2004-05 program goals by serving more than 35 youth in summer and after-school programs. In the 2004 summer program, 30 youth representing six different organizations came together in an internship program to research and plan for the new Healing Arts Center. A total of 24

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youth worked during the school year in preparation for the Center's grand opening and the launch of the summer 2005 *Healthy Youth Campaign.* Bayview Learns success was due in large part to the leadership role youth played in designing the Healing Arts Center and informing its programs and services. By integrating programs and services under the umbrella of the new Healing Arts Center, Bayview Learns was able to meet all of its WIA enrollment, skills, education, and retention goals.

Bayview Learns youth interns thoroughly enjoyed their summer and after-school projects and grasped that they were contributing to a major positive change in their community. They met objectives of understanding their potential to shape their lives and their community for the better. They also gained confidence in their leadership abilities and acquired content knowledge in the following areas:

- *Health Advocacy* – Youth learned how to design, conduct, and analyze surveys; they went on site visits to five youth clinics around the city; they participated in weekly workshops with UCSF pediatrics residents; and they prepared and presented the results of their research to community groups. When asked at the onset what topics they wanted to focus on, youth requested more information about pregnancy, STDs, and nutrition. Doctors designed workshops accordingly and also emphasized organization and technology skills. Youth interns used what they learned to make the case for why there should be a teen clinic in Bayview and what programs and services it should offer. They prepared a powerpoint presentation and two display boards, which they shared at a performance in August and in a formal presentation to the BVHP Project Area Committee. An exciting outcome of this project is that the American Academy of Pediatrics awarded the Bayview Healing Arts Center the Annie Dyson Child Advocacy Award, which is only given to two projects nationally.

- *Performing Arts* – Three award-winning instructors came into the Bayview community to teach acting and dance. Lorraine Hansberry Theatre (LHT) and Sisterz of the Underground teamed up with the youth to create an original show about the past, present, and future of the neighborhood. When the commitment of space at Providence Church fell through the week before the program started, two of the youth took the initiative to ask their church to host it. Ascension Baptist Church provided a terrific spot since there were no competing activities and 15 younger children from Ascension's summer program were able to participate as well. The cast of twenty-five 7-18 year olds learned performance skills as well as local history from elders who came to talk with them about the neighborhood's past. The project culminated with the presentation of "*Changing Times: Proud Bayview Keeps on Rolling*" to a packed house at the Opera House. Several Bayview Learns participants signed up for LHT's weekly school-year class at Jones Memorial Church.

- *Community Service* – Youth kicked off the summer by designing floor plans for the Healing Arts Center. Working with a licensed architect, they completed a blueprint and two revisions to share with the Center's planning team and doctors. They also practiced photography while documenting the building's "before" state. Youth interns did hands-on cleanup of the site and removal of hazardous materials to comply with a Department of Public Health violation notice. They worked with local contractors and building suppliers to map out the renovation schedule and solicit donations of time and materials. Lastly, they created a 5x8 presentation board about the facility design process which they shared at an Opera House performance and at a full meeting of the BVHP Project Area Committee.

- *Career Exploration* – All participating youth gathered on Fridays for field studies trips to natural settings around the city. Youth interns learned about environmental challenges in Bayview through Literacy for Environmental Justice-sponsored outings to Candlestick and Heron's Head Parks and compared them with the transformation that is possible when land is restored as it has been at the Crissy Center. Less than half of the youth had ever been to Heron's Head or Candlestick and only two had ever been to Crissy Field. Several of the youth were so interested in the restoration process that they applied for and got jobs with LEJ building a native plant nursery at Candlestick.

At the end of the year, Bayview Learns partners addressed the question "How was the 2004-05 program different?" The consensus was that it created a web of support for young people through increased communication and cooperation among Bayview's youth service providers. *"We are creating it. Everyone contributes – youth are part of shaping the concept and design, implementing it, and planning for the future…We've moved beyond scratching the surface. There's real change at scale here..."* With such a strong foundation of support, Bayview Learns and the Healing Arts Center are poised to meet increasingly high expectations for young people's healthy development.

2. Administration

Documentation: For the third year in a row, Bayview Learns was successful in submitting all required paperwork for the WIA Youth program in a timely manner. Moving into the Healing Arts Center greatly facilitated the management of documents by providing a permanent home for WIA youth records. Also for the third year in a row, Bayview Learns provided over-enrollment for young people from San Francisco's most underserved neighborhood. The majority of PIC funds went directly to these youth in the form of stipends for active participation in health, arts, and community leadership programs. The youth's academic and employment readiness skills were tracked to ensure each participant benefited from services designed to meet his/her unique needs and interests.

Staff: Bayview Learns' 2004-05 staff members offered a unique blend of cultural competence and professional expertise. The Youth Programs Administrator (who also worked as a medical assistant in the Center's clinic) is a native of Bayview with more than 15 years' experience as a volunteer at community-based programs like the 100% College Club and in elementary and middle schools throughout the neighborhood. She became involved with Bayview Learns after her brother attended the 2001 summer school program and her daughter joined the 2002 program at the Bayview Library. The Community Outreach Coordinator grew up in Bayview and has over 15 years' experience working in youth development, foster care, athletic, and juvenile justice programs. He became involved with Bayview Learns during the 2003 summer program at the Bayview Beacon. Bayview Learns' expanded summer program staff pairs a content expert in health, arts, or youth development with a Bayview resident to maximize learning for both youth and adults.

3. Other Comments/Suggestions

Community Leadership: Engaging a wide range of Bayview residents and organizations in program activities has been a key element of Bayview Learns' success in aligning youth development and community development in Bayview Hunters Point. In program assessments, Bayview youth express a strong desire to be active participants in shaping all the changes underway in the neighborhood. The Healing Arts Center's Community Advisory Board includes two youth representatives from Bayview Learns. The Board's members and the Center's organizational partners value the wisdom and experience of neighborhood elders, the energy and creativity of its young people, the commitment and cultural competence of its adults, and the expertise and dedication of those outside the community who commit to working toward a shared vision for the neighborhood's future. More than 250 people attended the Center's grand opening, including youth and families, service providers, and city and state officials. The celebration was a wonderful testament to the power of coming together around a shared vision for supporting youth.

Sincerely,
Laura Critchfield
Laura Critchfield
Program Director, Bayview Learns

bayview hunters point
HEALING ARTS CENTER
VISION. ACTION. TRANSFORMATION

May 5, 2006

Private Industry Council
745 Franklin Street, Suite 200
San Francisco, CA 94102

To Whom It May Concern:

This letter serves as a self-evaluation of Bayview Learns accomplishments during the 2005-06 funding cycle and as a request for renewed funds to support the 2006-07 program. Major developments in programs and infrastructure have laid the groundwork for a particularly strong program that will provide youth from Bayview Hunters Point with academic, health, employment, and community leadership development in the coming year. As San Francisco's neighborhood with the most children and youth, Bayview Hunters Point is particularly in need of WIA-funded programs.

1. Goal and Outcomes

Program Goals: As an initiative of the Bayview Learns program, the new Bayview Hunters Point Healing Arts Center serves as a central hub for youth services in the Bayview community. Youth and adult staff provide programming, referrals, and/or information on arts, health, justice, environment and recreation, health and wellness, employment, community service, and education—all priorities defined by Bayview youth themselves.

The Center's goal is to serve 24 eligible youth through intensive WIA-funded Bayview Learns leadership programs, primarily conducted in an intensive 8-week summer institute. Bayview Learns and the Healing Arts Center serve more than 200 additional Bayview youth by providing access to relevant and youth-friendly resource materials, to high quality, on-site health and mental health services, and to referrals for programs and agencies around the city.

Bayview Learns is also committed to providing follow-up services to youth who have completed its prior programs. This commitment is significantly easier now that Bayview Learns has a permanent home. Many of the Bayview Learns youth who helped to design and open the Healing Arts Center make use of its clinical services and participate in its community-building events.

Actual Performance: Over the past year, Bayview Learns has worked with more than 40 youth on a variety of summer, weekend, and after-school activities. During last summer's Bayview Learns institute, 28 WIA youth interns chose from one of three curriculum-based projects. The health education group created a Remedy Book, with youth-friendly information on subjects like eating disorders, drug use, and STDs. The community outreach group worked with a graphic designer to make flyers announcing the opening of the Healing Arts Center's teen clinic. The neighborhood unity group hosted panel discussions with local elders and adults who were involved when the "beef" first got started in the 1980s. The unity group then worked with Zaccho Dance Studio to create a play about Bayview's historical legacy of community pride and sent a message that the current generation can overcome the guns-and-crack era and return to roots of positive leadership. All of the summer interns enjoyed weekly workshops with Youth Speaks and Friday outings to destinations around the city and across the Bay.

During this past school year, more than a dozen Bayview Learns participants benefited from exposure to arts programs around the city, inclusion in weekly health education workshops, and opportunities to strengthen oral and written communication skills through neighborhood outreach projects.

Bayview Learns is fully enrolled for its summer 2006 institute, with all 24 WIA slots filled and an additional 6 youth on a waiting list pending additional grant funding. Bayview Learns has enjoyed a 100% retention rate with all youth participants advancing toward high school graduation. Former Bayview Learns youth who successfully attain their WIA-identified goals are referred to internships at other neighborhood youth programs like Literacy for Environmental Justice.

2. Administration

Documentation: Bayview Learns' summer institute falls on either side of the fiscal year starting July1. This schedule creates a challenge with WIA enrollments, as youth enroll late in the spring and exit at the end of the first semester. While it appears that Bayview Learns' enrollments are low because PIC takes stock at the end of March, in fact Bayview Learns has over-enrolled by 25% for each year as a subcontractor. As in years past, Bayview Learns will serve 30 youth in its upcoming summer institute.

Bayview Learns is also proud of its efforts during the past year to establish a fully compliant WIA filing system in the new Healing Arts Center. All of the 2004-05 youth have received follow-up services, with the appropriate documentation submitted to PIC.

Fiscal Sponsorship: Bayview Learns has addressed the need for increased administrative capacity by shifting its fiscal sponsorship from the Tides Center to the Bayview Hunters Point Foundation (BVHP Foundation). This transition offers tremendous benefits to Bayview Learns, most importantly alignment of its mission with that of its fiscal sponsor and more responsive and accessible leadership. BVHP Foundation is Bayview's largest provider of family services, and its new Executive Director brings specific expertise in youth programs and adolescent health and has been a strong advocate for Bayview Learns and the Healing Arts Center at both a neighborhood and citywide level. The new fiscal sponsorship will take effect July 1, 2006.

Staff: Bayview Learns has addressed the need for dynamic and innovative staff to accommodate its expanded role at the Healing Arts Center through the recent hiring of a new team of youth program staff. The new Program Director, Whitney Wright, has an advanced degree in community-based social work, comes with more than 5 years experience providing youth services in Bayview, and volunteers her time sponsoring a boxing program for young men in the neighborhood. The new Safety and Outreach Coordinator, Farah Dews, is a Bayview native with more than 20 years experience in youth health and arts programs including stints at the Bayview Opera House, the BVHP Foundation, and the Department of Public Health. Ms. Wright has been a reviewer of PIC proposals and Mr. Dews has worked with YO! SF so they are well informed about WIA's unique program requirements. Together, they have executed a complete overhaul of Bayview Learns' PIC records to ensure 100% compliance with all program requirements so that participant files include initial intake forms; education and employment skills attainment (i.e. report cards); case management notes including health and family information; personal reflections by youth on their own progress and interests; materials documenting particular highlights of youth participation (i.e. pictures from a performance); and follow-up notes on program graduates.

3. Other Comments/Suggestions

Year Three: Bayview Learns is poised to have all the ingredients for a highly successful 2006-07 program year. Its menu of integrated, relevant programs and services offer Bayview youth access to quality close to home. Program goals for the coming year include:

Academics – All 30 Bayview Learns participants will make progress toward a high school diploma, understanding the importance of the academic skills a diploma represents and the invaluable sense of accomplishment it endows on a graduate. The leadership curriculum already has standards-based math and literacy instruction built in, so the skills young people need to graduate are integrated into programs rather than presented as add-ons.

Leadership Development – All 30 Bayview Learns participants will attend summer and after-school leadership programs in arts, health, and community service. The Healing Arts Center's growing list of program partners enable youth to choose from a wide range of dynamic learning opportunities that result in tangible improvements in their community.

Support Services – All 30 Bayview Learns participants will have access to the Healing Arts Center's health and mental health services. Every youth who comes to the Center will go through an intake process that determines his/her individual service needs. The Center will serve as a clearinghouse for information on other effective programs throughout the city. Each youth will receive the services they require, including employment and education referrals.

Follow-up –Bayview Learns staff have committed to providing follow up with youth beyond the time they reach age 18 and/or graduate from high school. .

Adult Mentoring/Violence Prevention – All 30 Bayview Learns participants will work with adult residents in a block-based violence prevention project. The adult liaisons will coach small groups of five youth on community service projects in an effort to reduce conflict among young people from different blocks. This project will be linked to mental health goals by providing youth development training to the liaisons and enabling youth to share stories about the positive changes they are creating during weekly gender-specific support groups.

Bayview Learns is enormously grateful to the Private Industry Council and the Youth Council for their ongoing support of programs that provide Bayview Hunters Point youth with opportunities to shift the trajectory of their lives in a positive direction. The Healing Arts Center would not have been possible without your willingness to take a chance on a start-up program with a lofty vision. We look forward to partnering again during the coming year as this vision has a chance to flourish in its new home.

Sincerely,

Laura Critchfield

Laura Critchfield
Director, Bayview Learns

STRIVE
WHERE ATTITUDE COUNTS

THE FAMILY SCHOOL

May 5, 2006

Self-Evaluation: The Family School (TFS) WIA program

1. Goals and Outcomes:
Discuss your planned program goals and actual performance statistics for enrollments, skills attainments, credential attainments, education and employment entries, follow-up and retentions. If you are not meeting or exceeding your goals, discuss possible reasons and solutions. Also discuss actual placement and retention rates and skills & credential attainment rates.

We have been hard at work, true to our mission, serving youth and their families. Our target population is WIA youth 18-21, out of school, lacking a GED or HS diploma, with minimal job skills and little or no work experience.

July 1, 2004-June 30, 2005
Our expectation, when we began this project, was to serve 25 youth annually. In the 2004-2005 year, we were able to represent 29. Since the beginning of 2005, we have added 17 to our rolls. We are actively recruiting for 2006-2007, which we foresee will bring us 25 more, bringing the total for direct service and referral case management (two-year follow-up) to 75 *thru 2009*.

Continued outreach in 2006/2007to these youth will provide them with ample opportunities to secure their GED, seek job readiness training/STRIVE, and find employment. Others already enrolled will continue to be engaged in securing support services for themselves and their families.

July 1, 2005-March 31, 2006
We certainly recognize the low number of employment outcomes in the current year. We have been redirecting efforts to shore-up a recruitment base, building partnerships in the Bayview Hunters Point area. We have seen a significant improvement and an increase in referrals from outside agencies. We have secured a site (Providence Baptist Church/SFOP) for our STRIVE to be offered off-site bi-annually. We are also further developing standing relationships with the Juvenile Probation Department (Log Cabin Ranch) and the Office of the SF District Attorney ("Changing the Odds" summer internship program). In cooperation with these community partners, we are configuring an employee flow to those employers ready to hire our highly motivated, well prepared youth.

Program description: The Family School (TFS) offers a comprehensive education, training and employment program for WIA eligible youth 18-21. TFS provides services in seven areas: 1) Basic skills in reading and math, individual tutoring and computer lab, 2) on-site GED preparation; 3) College/career path preparation linking employment and career planning to education; 4) STRIVE workforce readiness Training: high-impact work readiness training that meets the needs of both STRIVE participants and potential employers; 5)job placement assistance; 6) Graduate Services: follow-up services focused on keeping youth in school or employed by overcoming barriers associated with retaining employment; and 7) Leadership Training and Community Service giving youth the opportunity to develop leadership skills and participate in their communities.

TFS also offers a comprehensive suite of support services designed to usher youth through a broad network of community resource and referral agencies that include food, housing, clothing, medical assistance, emergency shelter, childcare, drug and alcohol rehabilitation and counseling, domestic violence, and other basic needs. We collaborate with other city-wide CBOs providing these additional supportive services.

Additional training is offered in money management in our Financial Literacy program and WIA youth participate in the on-site Administrative Assistant Internship Program. Youth work closely with a very supportive adult program staff and other program participants to create a sense of belonging in the agency and a strong sense of community. We encourage feedback to the agency and use the participants' ideas to enhance program development.

The Family School is unique in our offering a two-year follow-up case management process that gives staff the opportunity to continue to help these youth once they have completed the STRIVE program. During follow-up and retention, youth continue to have access to TFS programs and services. They continue to receive resource referrals, childcare, have access to the computer lab for job search and resume writing, copier/fax/on-site phone service, and receive one-on-one coaching from the Job Developer and Client Service Representative..

	GOALS	Accomplished '05	Accomplished '06	Projected '07
Enrollments	29	27	17	25
Entered employment	12	9	2	10
GED enrollments	14	14	8	8
Attained GED	8	2	3	7
Advanced Training	7	6		4

2. Administration:

Discuss any problems you encountered in the administration of your program: i.e., timely submission of required paperwork and/or fiscal documents.

A. Staff Changes

Although the program staff has changed since the inception of this WIA project, case management, training, assessment and job development work is on-going.

July 1, 2004-June 30, 2005

The agency had a staff change mid-year. Two key staff, the STRIVE trainer and the Client Service Representative resigned. Their replacements had a steep learning curve. Contract requirements were managed and these two brought the agreement to term, providing excellent service to our clients. A new Program Assistant and a new P/T job developer rounded out a new, fresh team to face the challenges of the up-coming 2nd year of the PIC contract.

July 1, 2005-March 31, 2006

A second wave of staff change, the resignations of the key position of Executive Director, as well as the all-important job developer, left the newly initiated program staff with a challenge. With TFS Board support, they carried on the duties of the contract, aiming for outcome completions. As previously noted in a number of documents in our subcontractor file, TFS was without an Executive Director for the six month period 7/05 thru 12/05. We were concurrently without the services of a job developer and an outreach coordinator through this report period. The new Executive Director (Michael Lynch) came on board in January 2006 to find a program up-and-running. In the absence of three staff members to complement the WIA staff work, our Client Service Representative, Ms. Anna Lopez, was wearing multiple hats while serving these WIA clients and our large pool of job seekers.

The new agency Executive Director comes from a life-long career of service in the low-income/poverty level sector and has a proven track record in assisting those in need. Community Organizing, family counseling and secondary education work assures competency to lead staff in serving these young people.

Our Client Service Representative (Anna Lopez), our Job Developer/ Community Outreach Specialist (Darren Gapultos-hired04/01/06), and our STRIVE trainer (Albert Felipe) round out our service team.

With a full staff in place, we are committed to serving those many clients enrolled in the first and second years of our contract in this ensuing third year, while increasing our population through outreach.

B. Client Certification(s)

July 1, 2004-June 30, 2005 and July 1, 2005-March 31, 2006

A continual challenge for staff is in the area of certification due to the participants not having the appropriate documentation: proof of address, social security card, California state identification. Even when this problem is addressed, participants are not timely in the delivery of needed "proof", and their withholding information causes delays in enrollment. The investment in time for 'follow-up' is a great challenge.

We are proud of the fact that our performance reviews reflect consistently positive efforts in this area. Employment verification presents itself in a similar fashion. The young people do not realize the importance of helping us keep you informed of their employment.

Technical assistance from our Contract Specialist has been tremendous in the face of these difficult circumstances. PIC staff provided continual support and assistance whenever it was needed, playing a crucial role in getting new staff on-board with the "how to's" of reporting. PIC staff was always willing to work on furthering project outcomes, helping us reach contract goals.

3. Other Comments/Suggestions:
Include any other comments or suggestions you would like to make regarding your WIA program.

July 1, 2004-June 30, 2005

The continued invitations to attend PIC, Youth Council and WISF meetings help us do our job more effectively.
The TA meeting that was held following the announcement of awards was very informative and gave us the opportunity to start the year well informed.

July 1, 2005-March 31, 2006

The orientation/workshop on completing client reports and outcomes was extremely helpful. The continued invitations to attend PIC, Youth Council and WISF meetings help us do our job more effectively. The transparent dissemination of information at these meetings allows for our being constantly informed of resources and challenges. These opportunities to interact with other service providers, and learning 'best practices', have proven to be invaluable to us.

The Family School staff is proud to be a partner in the service to youth in San Francisco. We are grateful to the Private Industry Council for providing financial resources and technical assistance that support our program.

We have made a strong commitment to working with youth 18-21 and will continue to work in cooperation with the city and county of San Francisco to serve this important population.

Respectfully submitted,

YMCA-
Youth Chance
High School

DID NOT
SUBMIT SELF
EVALUATION

Young Scholars Program

DID NOT SUBMIT SELF EVALUATION

YTEC

YOUTH TREATMENT & EDUCATION COURT

A PROJECT OF THE YOUTH GUIDANCE CENTER IMPROVEMENT COMMITTEE

SELF EVALUATION - 301-149E-74 YGCIC-OS

This contract year has been the most challenging for YGCIC/YTEC's involvement with PIC's WIA1B program. It began with an insurance issue causing a delay in contracting, continued with a program consolidation causing reduced new enrollments in the first semester and ended, once contracts were signed, with our own success at keeping youth out of foster care causing certification to be very difficult. Still, even with the challenges, 14 continuing WIA1B youth, certified in prior years, are among the 64 youth we have served year to date. Despite the agency's contractual issues, almost 80% of these WIA1B youth have done well in the program, as shown below, and are creating a foundation for successful adult lives.

1. GOALS AND OUTCOMES

We have missed our enrollment target completely as: as of April 06 we have no new youth enrolled.

In July of 2005, two other programs at the YTEC campus site were merged with the YTEC Academy. Because of integration issues and because of a realignment of Court assignments, during the first part of the contract year, only 5 new youth were sent to our program, two of whom were not candidates for WIA1B registration. Since the start of the new semester in mid-January, 21 new youth have been directed to the program. We have screened these youth and identified 17 youth who are likely candidates for certification and enrollment.

Our problem with certifications in the past few months has been with income qualification. In the past, many of YTEC's clients were wards of the Court or in foster care and did not have their income evaluated. Their Out of Home Placement order was accepted as sufficient evidence of low income (like a section 8 housing voucher or foods stamp award.) During this year, the Courts and Juvenile Probation have changed policy to avoid out of home placements and incarceration of juvenile offenders. YTEC is part of that strategy since we offer juvenile offenders a comprehensive, supervised day program which provides many of the advantages of out of home placement but leaves the youth at home and in the community. Since we are successful at keeping youth out of foster/ward status, we can no longer use that status to our advantage when negotiating WIA 1B requirements.

At the end of April, PIC staff suggested that we look at the disability status of our youth to see if any could qualify for services on that basis. Initial screening of our 17 likely candidates has produced a first batch of 9 youth who have documented qualifying learning disabilities as well as the other required documents. We will be certifying the first youth from that initial group on May 9th. We expect that we will be able to certify our contracted 16 youthby the end of the contract year.

14 youth who were certified in the prior contract year but not yet exited did attend our program during this contract year. As you know, YTEC serves juvenile offenders with drug, alcohol and/or mental health issues who are mandated to attend our program by the Superior Court. At the site, we provide high school classes with integrated behavioral counseling, therapy, mentoring, one-on-one instruction, drug treatment, college-knowledge and world-of-work classes. In addition, for our program graduates, we provide internships, employment, tutoring, leadership development and occupational skills classes through our aftercare program.

Our program is a comprehensive one with average assigned minimum terms of 18 months. The median time in program for all of YTEC's WIA1B enrolled youth is 612 days. Our services do not fit neatly into the contract year or the time guidelines for goal attainment on the WIA forms. However, our services do obtain good results.

Of the 14 continuing WIA1B youth served since July, 7 have received High School Diplomas, 2 have received GEDs and 2 are still enrolled in high school and receiving services from us. Unfortunately, 2 youth were rearrested and 1 youth went AWOL and was eventually dropped from the program. 8 of the youth are in paid internships or non-subsidized employment. 2 of the youth are enrolled in post-secondary education.

2. ADMINISTRATION

The contract process this year seemed to have gotten off to a slower start than prior years and then was derailed in November by a misunderstanding about insurance coverage for a van used to transport clients. It took until January 23rd for the contract to be prepared for YGCIC signature and then it took a month for us to secure a signature from the new President of YGCIC. Invoicing and reporting were delayed until the contract was finally completed in March.

Because of reductions in PIC allocations, we have not been able to fund as much dedicated administrative time for the PIC grant this year as we have in the past. During the first half of the year, WIA documentation was split between the program assistant and the counselor with very little oversight by our half time Contracts Manager. In March, we centralized all PIC client tracking and enrollment processing with one counselor and directed the Contract Manager to oversee the WIA tracking and ensure that all requirements are met. We expect to become current with all enrollments, exits and follow-ups. We realize that we must provide the administrative resources to manage the paper as well as the program resources to provide the client services.

3. OTHER COMMENTS/SUGGESTIONS

YGCIC/YTEC has benefited from its involvement with the PIC, not only financially, but also because it has allowed us to be an integrated part of San Francisco's training and employment development. We serve a population (juvenile offenders with substance abuse and mental health issues) which other agencies are not able to easily serve. It is a population which, frankly, is not easily served under the regulations and guidelines of the WIA1B program. Their families do not always have access to documentation generally available for other youth. The instability of our youth makes it difficult to reliably predict the outcome rates for our services. Our program cycle is so long in part because we understand that some of our youth may not achieve success without experiencing set backs. While not the norm, we do have youth who disappear from services for 90 days (which should trigger a soft exit) only to reappear even more committed to their own recovery and even more dedicated to completing their education. More the norm are youth who need sufficient time in the program to rebuild their sense of themselves and recognize their strengths through consistent care and support from a committed staff.

We recognize that San Francisco is rated on the performance measurements of the Workforce Investment Act and that the Private Industry Council is obligated to strive for acceptable enrollment, outcome and retention rates. We hope that our youth are able to continue to receive the benefits of the WIA program.

WORKFORCE INVESTMENT SAN FRANCISCO

Local Workforce Investment Board for the City and County of San Francisco

NOTICE OF A SPECIAL PUBLIC MEETING
OF THE
YOUTH COUNCIL
WORKFORCE INVESTMENT SAN FRANCISCO BOARD

DOCUMENTS DEPT
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PUBLIC LIBRARY

Date: Wednesday, June 7, 2006
Time: 4:00 p.m. – 6:00 p.m.
Location: SF Department of Human Services
170 Otis Street, Born Auditorium
San Francisco CA 94103

Copies of materials may be obtained from and/or reviewed at the PIC office at the address shown below and on the PIC's website, www.picsf.org.

AGENDA APPEARS ON THE REVERSE SIDE

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE
(Chapter 67 of the San Francisco Administrative Code)

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/06

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force.

To obtain a free copy of the City's Sunshine Ordinance or to report a suspected violation, contact:

Adele Destro, Interim Administrator
Sunshine Ordinance Task Force
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4683
415-554-7724
Fax: 415-554-5163
E-mail: sotf@sfgov.org

The Sunshine Ordinance is also available online at: www.sfgov.org/site/sunshine_index.asp?id=4673

Other accommodations

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.

If you require special accommodation due to a disability, contact Cynthia Vasquez at least 72 hours in advance at 415-923-4464,TDD 800-735-2929 (CRS) or cvasquez@picsf.org

Lobbyist Registration and Reporting Requirements

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (SF Campaign & Governmental Conduct Code § 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 30 Van Ness Avenue, Suite 3900, San Francisco, CA 94102; telephone (415) 581-2300; fax (415) 581-2317; web site: sfgov.org/ethics.

Issued: Thursday, June 1, 2006

WORKFORCE INVESTMENT SAN FRANCISCO

Local Workforce Investment Board for the City and County of San Francisco

PROPOSED AGENDA
YOUTH COUNCIL OF THE WISF BOARD
WEDNESDAY, JUNE 7, 2006

Public Testimony will be taken throughout the meeting

1. Adoption of the Agenda *(Action Item)*
2. Adoption of Youth Council Minutes from the April 20th and May 25th, 2006 meetings (*Action Item*)
3. Update on Youth Services at the One Stop Centers (Discussion Item)
4. Integrating FY 2006-07 Workforce Investment Act (WIA) Funds into San Francisco's Workforce Development System (*Action Item*)
5. Chair's Report (Discussion Item)
6. Public Testimony on Non-Agenda Items (Discussion Item)
7. Future Agenda Items (Discussion Item)
8. Adjournment *(Action Item)*

PRIVATE INDUSTRY COUNCIL
of San Francisco, Inc.
creating
employment
opportunities

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MEMORANDUM

TO: EXECUTIVE COMMITTEE, WISF BOARD
YOUTH COUNCIL, WISF BOARD
BOARD OF DIRECTORS, PRIVATE INDUSTRY COUNCIL

DATE: JUNE 2, 2006

FROM: WES DIXON, PRESIDENT

SUBJECT: INTEGRATING FY 2006-07 WORKFORCE INVESTMENT ACT FUNDS INTO SAN FRANCISCO'S WORKFORCE DEVELOPMENT SYSTEM
(AGENDA ITEM 4 FOR YOUTH COUNCIL ON JUNE 7, 2006)
(ON AGENDA FOR EXECUTIVE COMMITTEE ON JUNE 14, 2006)

ACTION REQUESTED

Policy makers are asked to approve a comprehensive Workforce Investment Act Title IB budget for the year beginning July 1, 2006. The proposed WIA allocations for Youths, Adults, and Dislocated Workers are preliminary estimates.

BACKGROUND

State and local allocations of federal Workforce Investment Act funds are behind schedule this year. The State has provided sufficient information for the PIC to propose a strategic distribution of preliminary WIA Youth and Adult formula funds for the fiscal year beginning July 1, 2006, but the Dislocated Worker allocation is a guess.

Earlier this year, the WISF Board's Executive Committee authorized the Private Industry Council to expend next year's Workforce Investment Act formula funds for the same activities funded this year, subject to performance review and achievement of goals.

On May 25 and 26, the PIC staff presented evaluation data to the Youth Council and PIC Board of Directors in review of the performance of WIA's youth- and adult-serving subcontractors for the 21 months ending March. The Youth Council will meet again for this purpose on June 7.

ALLOCATIONS (PRELIMINARY)

	WIA Youth	WIA Adult	WIA Dislocated	WIA Total
PY 2005-06 Actual	2,109,121	2,344,097	2,473,370	6,926,588
PY 2006-07 Preliminary /1.	1,702,474	2,046,930	2,102,366	5,851,769
Dollar Difference	(406,647)	(297,167)	(371,005)	1,074,819
Percent Difference	-19.28%	-12.68%	-17.65%	-15.52%

/1. Youth & Adult allocations are provided by the State. Dislocated Worker figure is a safe estimate.

745 Franklin Street, Suite 200 | San Francisco, CA 94102-3228 | www.picsf.org | e-mail: 411@picsf.org
Telephone 415.923.4003 | Fax 415.923.6966 | TDD 800.735.2929 (CRS)

RECOMMENDATION

In the absence of final allocation figures, the PIC recommends a preliminary distribution of WIA funds as shown on the Attachment 1 (four pages). The Youth Council will meet on June 7, and may recommend an amendment to the Youth budget.

The attached Youth Council Addendum reflects all of the performance paperwork that has been received and entered into the reporting database as of May 31, 2006. Subcontractors' self-evaluations submitted late are also attached.

The recommended budget is a starting place. The PIC's group subcontractors have been alerted that WIA budgeting is behind schedule this year, and are aware that funding decisions will be made before the end of this month.

After PY 2006-07 begins, final allocations and identification of carry-over will provide another opportunity to consider the WIA budgets.

The primary goal is to make the best of difficult timing and put a set of programs in place that will meet required performance goals. If you have questions prior to your scheduled meetings, please call Wes Dixon at 923-4465.

MEETING SCHEDULE FOR JUNE 2006

Wednesday, June 7, 2006	**Youth Council** Special Meeting 4:00 p.m. – 6:00 p.m. @ 170 Otis St., Born Auditorium
Wednesday, June 14, 2006	**Executive Committee** Special Meeting 9:30 a.m. – 11:30 a.m. @ 33 Gough Street, Auditorium
Wednesday, June 21, 2006 (if needed)	**Executive Committee** 9:30 a.m. – 11:30 a.m. @ 33 Gough Street, Auditorium
Thursday, June 22, 2006 (if needed)	**Youth Council** 4:00 p.m. – 6:00 p.m. @ 170 Otis St., Born Auditorium
Friday, June 23, 2006	**PIC Board of Directors** 9:00 a.m. – 11:00 a.m. @ 33 Gough Street, Auditorium

ATTACHMENT 1

YOUTH ALLOCATION (Preliminary)

(page 1 of 4)

2006-07 WIA Formula budgets adjusted for reduction in allocations and increase in PIC funds

WIA YOUTH	Youth	%	Adult	%	Disloc	%	All WIA	%
Group subcontracts (CBOs)	1,105,729	64.9%	644,753	31.5%	0	0.0%	1,750,482	29.9%
Individual referrals (ETPL)	0	0.0%	103,367	5.0%	1,051,183	50.0%	1,154,550	19.7%
Employer-matched Training	0	0.0%	204,693	10.0%	0	0.0%	204,693	3.5%
Support (childcare, transport)	17,025	1.0%	92,112	4.5%	94,606	4.5%	203,743	3.5%
Subtotal Training	**1,122,754**	65.9%	**1,044,925**	51.0%	**1,145,789**	54.5%	**3,313,468**	56.6%
One Stop Employer Services	0	0.0%	204,693	10.0%	0	0.0%	204,693	3.5%
One Stop Infrastructure (OSO)	170,247	10.0%	255,866	12.5%	377,341	17.9%	803,454	13.7%
One Stop Assessment (HSA)	0	0.0%	20,469	1.0%	21,024	1.0%	41,493	0.7%
One Stop Intensive (GWI)	0	0.0%	28,657	1.4%	52,559	2.5%	81,216	1.4%
Subtotal One Stop Support	**170,247**	10.0%	**509,685**	24.9%	**450,924**	21.4%	**1,130,856**	19.3%
PIC Program	239,225	14.1%	287,627	14.1%	295,416	14.1%	822,268	14.1%
PIC Administration	170,247	10.0%	204,693	10.0%	210,237	10.0%	585,177	10.0%
Subtotal Implementation	**409,472**	24.1%	**492,320**	24.1%	**505,653**	24.1%	**1,407,445**	24.1%
Total WIA	**1,702,473**	100.0%	**2,046,930**	100.0%	**2,102,366**	100.0%	**5,851,769**	100.0%

DETAIL: Youth Development	PY 05-06 Amt.	Staff Evaluation	Staff Recommends	PY 06-07 Rec.	
1. Asian Neighborhood Design	72,451	Full funding	Same as 05-06	72,451	
2. Boys & Girls Clubs of SF	75,132	No 2006 funding	Discontinue	0	
3. Family Service Agency TAPP	79,000	Full funding	Same as 05-06	79,000	
4. Golden Gate Community	77,533	Full funding	Same as 05-06	77,533	
5. Indo-Chinese Housing Dev.	86,317	Full funding	Same as 05-06	86,317	
6. Ingleside Comm. Center	64,810	Reduced funding	Reduce to ~70%	36,403	
7. International Institute	59,807	Full funding	Same as 05-06	59,807	
8. Jewish Vocational Service	80,075	Full funding	Same as 05-06	80,075	
9. Larkin Street Youth Services	81,183	Reduced funding	Reduce to ~70%	45,600	
10. LYRIC Lavendar Youth	78,895	Reduced funding	Reduce to ~70%	44,314	
11. Mission Hiring Hall	80,175	Full funding	Same as 05-06	80,175	
12. Mission Lang. & Voc. School	76,492	Full funding	Same as 05-06	76,492	
13. Mission Neighborhood Ctrs.	78,907	No 2006 funding	Discontinue	0	
14. Renaissance/Parents	88,681	Full funding	Same as 05-06	88,681	
15. RR Lighthouse for the Blind	31,927	Full funding	Same as 05-06	31,927	
16. San Francisco Sheriff's Dept.	76,283	Full funding	Same as 05-06	76,283	
17. SF Learns	77,472	Reduced funding	Reduce to ~70%	43,515	
18. The Family School	81,128	Full funding	Same as 05-06	81,128	
19. YMCA of SF/Youth Chance HS	78,573	No 2006 funding	Discontinue	0	
20. Young Scholars Program	81,946	Reduced funding	Reduce to ~70%	46,028	
21. Youth Guidance Ctr. Improv.	75,052	No 2006 funding	Discontinue	0	
24. OS-based Older Youth OJTs	10,000		Discontinue	0	
25. Participant Support				17,025	
Subtotal Training	**1,591,839**			**1,122,754**	**66%**

DETAIL: Youth One Stop Support			
26. One Stop Customized Training/OJT setaside pool	(Core)	0	
27. One Stop Operator contract	(Core)	170,247	
28. One Stop Human Services Agency contract to provide assessment services	(Intensive)	0	
29. One Stop Goodwill Industries contract to provide case management services	(Intensive)	0	
Subtotal One Stop Support		**170,247**	**10%**

DETAIL: Youth Implementation (Fixed by Executive Committee action of May 3, 2006)			
17. PIC performance management, compliance monitoring, grantor reporting, etc.	(Core/Intensive)	239,225	
18. PIC accounting, HR, office admin, procurement, MOEWD WIB/YC support, etc.	(Administration)	170,247	
Subtotal Implementation		409,472	24%

ATTACHMENT 1

ADULT ALLOCATION (Preliminary)

(page 2 of 4)

2006-07 WIA Formula budgets adjusted for reduction in allocations and increase in PIC funds

WIA ADULT	Youth	%	Adult	%	Disloc	%	All WIA	%
Group subcontracts (CBOs)	1,105,729	64.9%	644,753	31.5%	0	0.0%	1,750,482	29.9%
Individual referrals (ETPL)	0	0.0%	103,367	5.0%	1,051,183	50.0%	1,154,550	19.7%
Employer-matched Training	0	0.0%	204,693	10.0%	0	0.0%	204,693	3.5%
Support (childcare, transport)	17,025	1.0%	92,112	4.5%	94,606	4.5%	203,743	3.5%
Subtotal Training	**1,122,754**	65.9%	**1,044,925**	51.0%	**1,145,789**	54.5%	**3,313,468**	56.6%
One Stop Employer Services	0	0.0%	204,693	10.0%	0	0.0%	204,693	3.5%
One Stop Infrastructure (OSO)	170,247	10.0%	255,866	12.5%	377,341	17.9%	803,454	13.7%
One Stop Assessment (HSA)	0	0.0%	20,469	1.0%	21,024	1.0%	41,493	0.7%
One Stop Intensive (GWI)	0	0.0%	28,657	1.4%	52,559	2.5%	81,216	1.4%
Subtotal One Stop Support	**170,247**	10.0%	**509,685**	24.9%	**450,924**	21.4%	**1,130,856**	19.3%
PIC Program	239,225	14.1%	287,627	14.1%	295,416	14.1%	822,268	14.1%
PIC Administration	170,247	10.0%	204,693	10.0%	210,237	10.0%	585,177	10.0%
Subtotal Implementation	**409,472**	24.1%	**492,320**	24.1%	**505,653**	24.1%	**1,407,445**	24.1%
Total WIA	**1,702,473**	100.0%	**2,046,930**	100.0%	**2,102,366**	100.0%	**5,851,769**	100.0%

DETAIL: Adult Training	**PY 05-06 Amt.**	**Staff Evaluation**	**Staff Recommends**	**PY 06-07 Rec.**	
1. Arriba Juntos	89,970	Full funding	To be determined by PIC Board		
2. Arriba Juntos	114,125	Full funding	To be determined by PIC Board		
3. Haight Ashbury Food Pgm.	80,069	Reduced funding	To be determined by PIC Board		
4. Mission Lang. & Voc. School	70,826	Full funding	To be determined by PIC Board		
5. No. Calif. Service League	90,392	Full funding	To be determined by PIC Board		
6. S.F. Vocational Services	59,394	Reduced funding	To be determined by PIC Board		
7. Self Help for the Elderly	44,303	Full funding	To be determined by PIC Board		
8. Self Help for the Elderly	155,068	Full funding	To be determined by PIC Board		
9. Cust. choice Indiv. Referrals	175,000	Individual Referrals		103,367	
10. Customized Training/OJT	277,382			204,693	
11. Participant Support	100,000			92,112	
Subtotal Training	**1,256,529**			**1,044,925**	**51%**

DETAIL: Adult One Stop Support			
12. One Stop Customized Training/OJT setaside pool	(Core)	204,693	
13. One Stop Operator contract	(Core)	255,866	
14. One Stop Human Services Agency contract to provide assessment services	(Intensive)	20,469	
15. One Stop Goodwill Industries contract to provide case management services	(Intensive)	28,657	
Subtotal One Stop Support		**509,685**	**25%**

DETAIL: Adult Implementation (Fixed by Executive Committee action of May 3, 2006)			
16. PIC performance management, compliance monitoring, grantor reporting, etc.	(Core/Intensive)	287,627	
17. PIC accounting, HR, office admin, procurement, MOEWD WIB/YC support, etc.	(Administration)	204,693	
Subtotal Implementation		**492,320**	**24%**

ATTACHMENT 1

DISLOCATED WORKER ALLOCATION (Safe Estimate)

(page 3 of 4)

2006-07 WIA Formula budgets adjusted for reduction in allocations and increase in PIC funds

WIA DISLOCATED WORKER	Youth	%	Adult	%	Disloc	%	All WIA	%
Group subcontracts (CBOs)	1,105,729	64.9%	644,753	31.5%	0	0.0%	1,750,482	29.9%
Individual referrals (ETPL)	0	0.0%	103,367	5.0%	1,051,183	50.0%	1,154,550	19.7%
Employer-matched Training	0	0.0%	204,693	10.0%	0	0.0%	204,693	3.5%
Support (childcare, transport)	17,025	1.0%	92,112	4.5%	94,606	4.5%	203,743	3.5%
Subtotal Training	**1,122,754**	65.9%	**1,044,925**	51.0%	**1,145,789**	54.5%	**3,313,468**	56.6%
One Stop Employer Services	0	0.0%	204,693	10.0%	0	0.0%	204,693	3.5%
One Stop Infrastructure (OSO)	170,247	10.0%	255,866	12.5%	377,341	17.9%	803,454	13.7%
One Stop Assessment (HSA)	0	0.0%	20,469	1.0%	21,024	1.0%	41,493	0.7%
One Stop Intensive (GWI)	0	0.0%	28,657	1.4%	52,559	2.5%	81,216	1.4%
Subtotal One Stop Support	**170,247**	10.0%	**509,685**	24.9%	**450,924**	21.4%	**1,130,856**	19.3%
PIC Program	239,225	14.1%	287,627	14.1%	295,416	14.1%	822,268	14.1%
PIC Administration	170,247	10.0%	204,693	10.0%	210,237	10.0%	585,177	10.0%
Subtotal Implementation	**409,472**	24.1%	**492,320**	24.1%	**505,653**	24.1%	**1,407,445**	24.1%
Total WIA	**1,702,473**	100.0%	**2,046,930**	100.0%	**2,102,366**	100.0%	**5,851,769**	100.0%

DETAIL: Dislocated Worker Training	**PY 06-07 Rec.**	
1. Individual referrals (ETPL)	1,051,183	
2. Participant Support	94,606	
Subtotal Training	**1,145,789**	**54%**

DETAIL: Dislocated Worker One Stop Support			
3. One Stop Customized Training/OJT setaside pool	(Core)	0	
4. One Stop Operator contract	(Core)	377,341	
5. One Stop Human Services Agency contract to provide assessment services	(Intensive)	21,024	
6. One Stop Goodwill Industries contract to provide case management services	(Intensive)	52,559	
Subtotal One Stop Support		**450,924**	**21%**

DETAIL: DWP Implementation (Fixed by Executive Committee action of May 3, 2006)			
7. PIC performance management, compliance monitoring, grantor reporting, etc.	(Core/Intensive)	295,416	
8. PIC accounting, HR, office admin, procurement, MOEWD WIB/YC support, etc.	(Administration)	210,237	
Subtotal Implementation		**505,653**	**24%**

ATTACHMENT 1

CONSOLIDATED WIA

Final 2005-06 WIA Formula budgets approved by WISF Executive Committee on June 28, 2005

CURRENT YEAR WIA BUDGETS	Youth	%	Adult	%	Disloc	%	All WIA	%
Group subcontracts (CBOs)	1,581,841	75.0%	787,544	33.6%		0.0%	2,369,385	34.2%
Individual referrals (ETPL)		0.0%	175,000	7.5%	1,098,631	44.4%	1,273,631	18.4%
Employer-matched Training	10,000	0.5%	277,382	11.8%	10,000	0.4%	297,382	4.3%
Support (childcare, transport)		0.0%	100,000	4.3%		0.0%	100,000	1.4%
Subtotal Training	**1,591,841**	75.5%	**1,339,926**	57.2%	**1,108,631**	44.8%	**4,040,398**	58.3%
One Stop Employer Services	126,727	6.0%	113,115	4.8%	198,506	8.0%	438,348	6.3%
One Stop Infrastructure (OSO)	24,185	1.1%	450,000	19.2%	494,038	20.0%	968,223	14.0%
One Stop Assessment (HSA)	10,000	0.5%		0.0%	95,000	3.8%	105,000	1.5%
One Stop Intensive (GWI)	10,000	0.5%		0.0%	174,000	7.0%	184,000	2.7%
Subtotal One Stop Support	**170,912**	8.1%	**563,115**	24.0%	**961,544**	38.9%	**1,695,571**	24.5%
PIC Program	135,456	6.4%	206,646	8.8%	155,858	6.3%	497,960	7.2%
PIC Administration	210,912	10.0%	234,410	10.0%	247,337	10.0%	692,659	10.0%
Subtotal Implementation	**346,368**	16.4%	**441,056**	18.8%	**403,195**	16.3%	**1,190,619**	17.2%
Total WIA	**2,109,121**	100.0%	**2,344,097**	100.0%	**2,473,370**	100.0%	**6,926,588**	100.0%

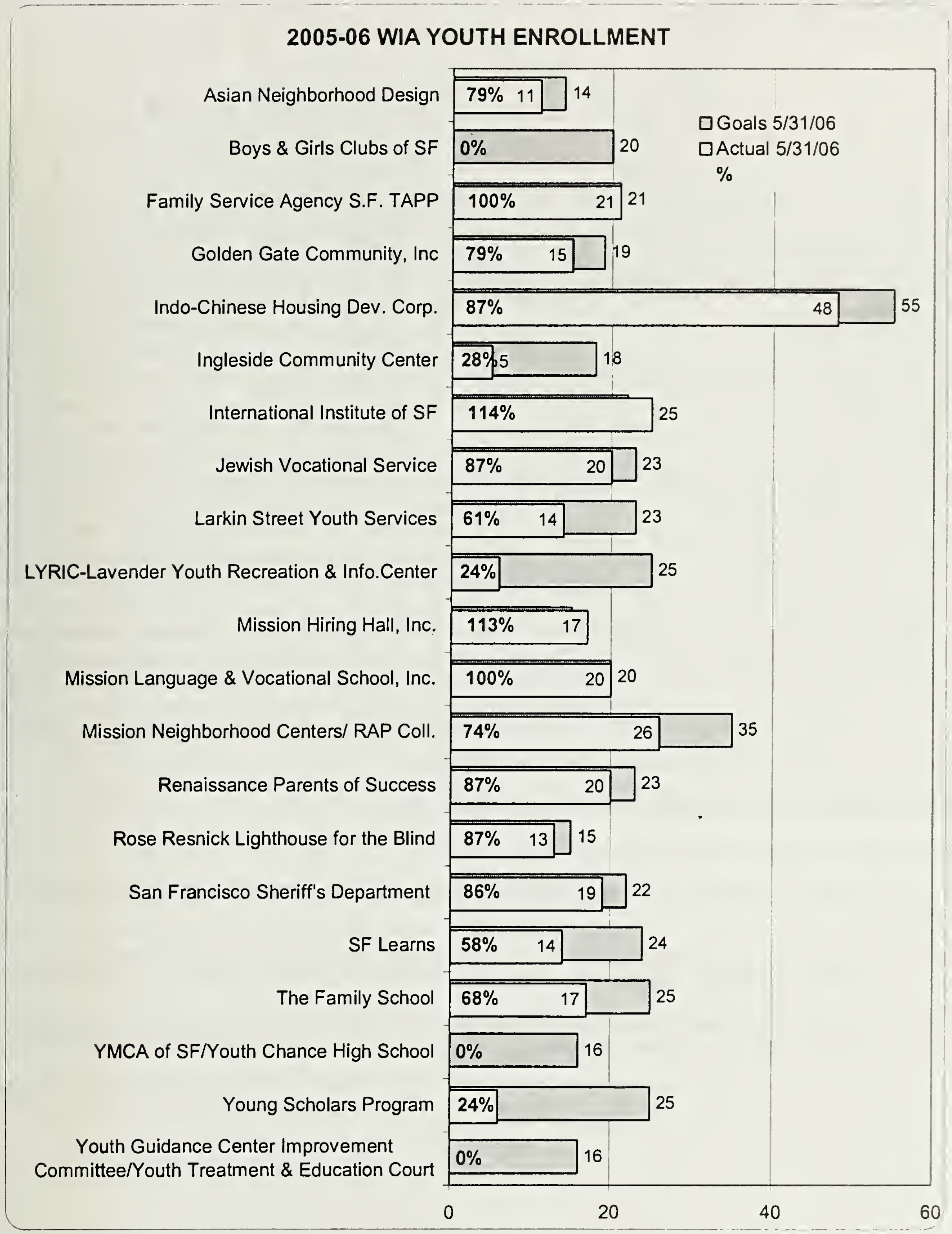
Staff-recommended 2006-07 WIA Formula budgets adjusted for reduced allocations and PIC compliance

PY06-07 RECOMMENDATION	Youth	%	Adult	%	Disloc	%	All WIA	%
Group subcontracts (CBOs)	1,105,729	64.9%	644,753	31.5%	0	0.0%	1,750,482	29.9%
Individual referrals (ETPL)	0	0.0%	103,367	5.0%	1,051,183	50.0%	1,154,550	19.7%
Employer-matched Training	0	0.0%	204,693	10.0%	0	0.0%	204,693	3.5%
Support (childcare, transport)	17,025	1.0%	92,112	4.5%	94,606	4.5%	203,743	3.5%
Subtotal Training	**1,122,754**	65.9%	**1,044,925**	51.0%	**1,145,789**	54.5%	**3,313,468**	56.6%
One Stop Employer Services	0	0.0%	204,693	10.0%	0	0.0%	204,693	3.5%
One Stop Infrastructure (OSO)	170,247	10.0%	255,866	12.5%	377,341	17.9%	803,454	13.7%
One Stop Assessment (HSA)	0	0.0%	20,469	1.0%	21,024	1.0%	41,493	0.7%
One Stop Intensive (GWI)	0	0.0%	28,657	1.4%	52,559	2.5%	81,216	1.4%
Subtotal One Stop Support	**170,247**	10.0%	**509,685**	24.9%	**450,924**	21.4%	**1,130,856**	19.3%
PIC Program	239,225	14.1%	287,627	14.1%	295,416	14.1%	822,268	14.1%
PIC Administration	170,247	10.0%	204,693	10.0%	210,237	10.0%	585,177	10.0%
Subtotal Implementation	**409,472**	24.1%	**492,320**	24.1%	**505,653**	24.1%	**1,407,445**	24.1%
Total WIA	**1,702,473**	100.0%	**2,046,930**	100.0%	**2,102,366**	100.0%	**5,851,769**	100.0%

Net difference between 2005-06 approved budgets and recommended 2006-07 budgets

NET DIFFERENCE	Youth	%	Adult	%	Disloc	%	All WIA	%
Group subcontracts (CBOs)	(476,112)	-10.1%	(142,791)	-2.1%	0	0.0%	(618,903)	-4.3%
Individual referrals (ETPL)	0	0.0%	(71,633)	-2.4%	(47,448)	5.6%	(119,081)	1.3%
Employer-matched Training	(10,000)	-0.5%	(72,689)	-1.8%	(10,000)	-0.4%	(92,689)	-0.8%
Support (childcare, transport)	17,025	1.0%	(7,888)	0.2%	94,606	4.5%	103,743	2.0%
Subtotal Training	**(469,087)**	-9.5%	**(295,001)**	-6.1%	**37,158**	9.7%	**(726,930)**	-1.7%
One Stop Employer Services	(126,727)	-6.0%	91,578	5.2%	(198,506)	-8.0%	(233,655)	-2.8%
One Stop Infrastructure (OSO)	146,062	8.9%	(194,134)	-6.7%	(116,697)	-2.0%	(164,769)	-0.2%
One Stop Assessment (HSA)	(10,000)	-0.5%	20,469	1.0%	(73,976)	-2.8%	(63,507)	-0.8%
One Stop Intensive (GWI)	(10,000)	-0.5%	28,657	1.4%	(121,441)	-4.5%	(102,784)	-1.3%
Subtotal One Stop Support	**(665)**	1.9%	**(53,430)**	0.9%	**(510,620)**	-17.4%	**(564,715)**	-5.2%
PIC Program	103,769	7.6%	80,981	5.2%	139,558	7.8%	324,308	5.5%
PIC Administration	(40,665)	0.0%	(29,717)	0.0%	(37,100)	0.0%	(107,482)	0.0%
Subtotal Implementation	**63,104**	7.6%	**51,264**	5.2%	**102,458**	7.8%	**216,826**	5.5%
Total WIA	**(406,648)**		**(297,167)**		**(371,004)**		**(1,074,819)**	

CBOs = Community Based Organizations (WIA service providers)
ETPL = State's Eligible Training Provider List
OSO = One Stop Operator (Consortium)
HSA = Human Service Agency, formerly Dept. of Human Services, City & Co. of San Francisco
GWI = Goodwill Industries



2005-06 WIA YOUTH ENROLLMENT

PY 04-05 OLDER YOUTH

Agency Name	Total Served	Total Exits	Termination Rate	Total Placements	Placement Rate	Sum of All Goals Attained	Sum of All Goals Set	Skill Attainment Rate	Emp 1st Qtr F.Up	90 day Retention Rate	Emp 2nd Qtr F.Up	Emp 3rd Qtr F.Up	WIA Retention Rate	Emp 4th Qtr F.Up	Credential at Exit	Credential Rate
ASIAN NEIGHBORHOOD DESIGN	8	8	100%	2	25%	1	2	50%	1	50%	1				7	88%
MISSION HIRING HALL	6	6	100%	4	67%	2	2	100%	5	125%	3	1	20%	1	1	17%
MISSION LANGUAGE & VOC.SCHOOL	11	11	100%	6	55%				3	50%	2				6	55%
MISSION NEIGHBORHOOD CTR, INC.	7	7	100%			3	3	100%								
JEWISH VOCATIONAL SERVICE	8	8	100%			3	3	100%			1	1			1	13%
INGLESIDE COMMUNITY CENTER	10	10	100%	3	30%											
THE FAMILY SCHOOL	19	19	100%	5	26%		2		2	40%	2				1	5%
EPISCOPAL COMM. SERV. OF S.F.	2	2	100%													
INTERNATIONAL INSTITUTE OF SF	1	1	100%													
FAMILY SERVICE AGENCY OF S.F.	9	7	78%	2	29%				3	150%	3	3	100%		2	29%
RENAISSANCE PARENTS OF SUCCESS	1	1	100%													
LARKIN STREET YOUTH SERVICES	14	13	93%	8	62%				2	25%	1	1	50%		1	8%
SAN FRANCISCO SHERIFF'S DEPT.	22	22	100%	5	23%										1	5%
EMBARCADERO YMCA/YCH SCHOOL	2	2	100%				2									
GOLDEN GATE COMMUNITY, INC.	3	3	100%													
LAVENDER YTH REC & INFO. CTR	19	19	100%	2	11%											
ROSE RESNICK LIGHTHOUSE BLIND	8	7	88%	4	57%											
INDO CHINESE HOUSING DEV. CORP	14	13	93%												1	8%
Grand Total	164	159	97%	41	26%	9	14	64%	16	39%	13	6	38%	1	21	13%

Placement Rate calculation is Total Placements divided by Total Exits

Skill Attainment Rate calculation is Goals Attained divided by Goals Set

Skill Attainment is **not a performance measure for Older Youth

For Older Youth, the important performance measures are credential, entered employment rate, earnings change, and retention rate

90 Day Retention Rate calculation is Total Retention divided by Total Placement. Numbers greater than 100% reflect added placements in 1st quarter after exit

The WIA Retention Rate calculation is the number of participants who are employed in the 3rd quarter after exit divided by the number of participants who exit during the quarter

PY 04-05 YOUNGER YOUTH

Agency Name	Total Served	Total Exits	Termination Rate	Total Placements	Placement Rate	Sum of All Goals Attained	Sum of All Goals Set	Skill Attainment Rate	Emp 1st Qtr F.Up	90 day Retention Rate	Emp 2nd Qtr F.Up	Emp 3rd Qtr F.Up	WIA Retention Rate	Emp 4th Qtr F.Up	Credential at Exit	Credential Rate
ASIAN NEIGHBORHOOD DESIGN	4	2	50%	1	50%	2	9	22%							1	50%
MISSION HIRING HALL	11	11	100%	6	55%	32	32	100%	8	133%	4	2	25%	1	2	18%
MISSION LANGUAGE & VOC.SCHOOL	9	9	100%	7	78%	22	26	85%	2	29%	2	2	100%	1	6	67%
MISSION NEIGHBORHOOD CTR, INC.	19	19	100%			18	40	45%							1	5%
YOUTH GUIDANCE CTR/IMPRV COMM.	17	1	6%				34									
JEWISH VOCATIONAL SERVICE	13	13	100%	1	8%	11	15	73%							3	23%
INGLESIDE COMMUNITY CENTER	5	5	100%			8	8	100%							1	20%
THE FAMILY SCHOOL	8	7	88%	1	14%	16	21	76%							2	29%
EPISCOPAL COMM. SERV. OF S.F.	10	10	100%				22									
INTERNATIONAL INSTITUTE OF SF	21	21	100%			52	62	84%							3	14%
FAMILY SERVICE AGENCY OF S.F.	19	16	84%	4	25%	17	21	81%	5	125%	3	3	60%		3	19%
RENAISSANCE PARENTS OF SUCCESS	23	23	100%	3	13%	51	55	93%							3	13%
BOYS AND GIRLS CLUB OF S.F.	18	16	89%			43	53	81%								
LARKIN STREET YOUTH SERVICES	6	4	67%	2	50%	1	6	17%	2	100%	1				1	25%
SAN FRANCISCO SHERIFF'S DEPT.	2	2	100%			6	6	100%								
EMBARCADERO YMCA/YCH SCHOOL	6	6	100%				9									
YOUNG SCHOLARS PROGRAM	27	27	100%			47	47	100%							1	4%
GOLDEN GATE COMMUNITY, INC.	12	12	100%	4	33%	26	32	81%	2	50%	1	1	50%		1	8%
LAVENDER YTH REC & INFO. CTR	6	6	100%	1	17%	10	10	100%								
SF LEARNS	25	24	96%			12	74	16%								
ROSE RESNICK LIGHTHOUSE BLIND	7	6	86%	2	33%	13	16	81%								
INDO CHINESE HOUSING DEV. CORP	32	30	94%	8	27%	49	66	74%	1	13%	1				5	17%

Grand Total	300	270	90%	40	15%	436	664	66%	20	50%	12	8	40%	2	33	12%

Placement Rate calculation is Total Placements divided by Total Exits

Skill Attainment Rate calculation is Goals Attained divided by Goals Set

Skill Attainment is **not a performance measure for Older Youth

For Younger Youth, the important performance measures are Credentials, Skill Attainment, and Retention Rate

90 Day Retention Rate calculation is Total Retention divided by Total Placement. Numbers greater than 100% reflect added placements in 1st quarter after exit

The WIA Retention Rate calculation is the number of participants who are employed in the 3rd quarter after exit divided by the number of participants who exit during the quarter

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Ingleside Community Center's Self-Evaluation Report
Fiscal Year July 05 - June 06

Ingleside Community Center is a 4-story, 35,000 square foot multipurpose facility housed inside of Ingleside Presbyterian Church. This year on June 11, 2006, Ingleside Presbyterian Church and Community Center will be celebrating its **100th Year Anniversary** for servicing San Francisco residents in Christian values and social services to people of all ages, race or creed. Our target population includes assisting youth between the ages of (6-25+) servicing unemployed adults, senior citizens and 1st generation Asian immigrants, whom reside within the OMI- Ocean, Merced and Ingleside community district. Our direct program services include: food pantry distribution services; academic enrichment & tutoring services to elementary, middle and high school youth; conducting job training and job placement opportunities to unemployed workers; exposing senior citizens to on-line banking and multimedia computer training; assisting individuals with special learning disabilities computer literacy training; acting as a strong advocate for at-risk African-American youth and minorities city-wide; train youth entrepreneurial skills at our ICC Don Chee Loop Café and provide community meeting rooms, funeral services and political platforms for civic officials within the OMI. ICC prides ourselves on being is a major stakeholder in this community and we operate all of our program services under a very small staff of (2) two full-time employees, (4) less than part-time employees and 20 student/retired volunteers

1. Goals and Outcomes:

Discuss you planned program goals and actual performance statistics for enrollments, skills attainments, credential attainments, education and employment entries, follow-up and retentions. If you are not meeting or exceeding your goals, discuss possible reasons and solutions. Also discuss actual placements and retention rates (placements ÷ terminations and retentions ÷ placements) and skills & credential attainment rates.

Ingleside Community Center planned work plan goals for the WIA Title 1B grant was as followed:
ICC will service 20 youth, 15 in-school youth and 5 out-of-school youth. To date we have serviced 3 in-school youth and 4 out-of-school youth, with 3 certifications scheduled on May 30, 2006. Finally (1) youth desperately in need of a fast-pass was declined, because their family income was $15,000.00 annually. Our goals for the in-school youth was to provide educational enrichment services; increase a letter grade; provide pre and post testing from the CASA Exam; provide students with special learning disabilities mental health resources and offer them student fast-passes or after-school employment opportunities. All fulfilling their basic skills attainment goals. The out-of-school youth will receive assistance with completing and obtaining their GED, California Driver's License and/or court liaison representation, offering case management/retention services to the clients, attorneys, judges or social workers. Also, our out-of-school clients will receive job training and job placements services, once they have completed our program requirements. Prior to that, this year recruiting services with ICC was quite challenging, because many of our clients rejected the selective service requirement and their families strongly opposed WIA's strict income verification policy, requesting the whole family to submit income documentation. In spite of the challenge, ICC continued to press through the set-backs and quickly designed new and creative ways to attract more residents. Attach is one of the 150 letters that went out to the residents of the OMI and the Alemany Housing Projects with the assistance of their Commissioner, Neola Gans appealing to the residents. Although the outreach methods used was specifically directed toward those suffering from poverty, many low-income residents still did not respond. Only twenty-five of the low-income residents responded and (2) two passed WIA's Certification. Another challenge that ICC encountered was with our target population. Many had limited to no English speaking abilities and was afraid to present their immigration documentation to our staff. Although they were extremely poor, ESL classes became a top priority. To resolve the situation, ICC immediately recruited a Mandarin Chinese

speaking volunteer who assisted the staff with translation and referral services. Prior to those impediments, ICC will continue to recruit youth for summer jobs and the CityBuild Academy, all the way up to the end of our work plan goals. And we thank the Private Industry Council for considering us for another year. However, please consider our low staffing needs when you make your reallocation decision or cuts.

2. Administration:

Discuss any problems you encountered in the administration of your program: i.e., timely submission of required paperwork and/or fiscal documents.

Although, over the years ICC has typically prided ourselves on submitting our paperwork on time, this year continues to be hard for a staff of (2) because we are very small! We only have (2) two full-time employees to oversee the entire operation daily. Basically, ICC service over 300 people weekly in job training, job placement, after-school tutoring, and food pantry distribution services. We write the grants, recruit, feed and train the student and adult clients, submit the invoices, process all banking, payroll, taxes and accounting needs, supervise the ICC Don Chee Loop Café, attend all mandatory funder meetings and conduct case management/retention services to job seeking candidates. Servicing over 1200 residents monthly. **The bottom line we need Help!** We need grant writing assistance to help us build capacity and we need technical assistance services to maintain our professional demeanor. ICC is a strong pillar in the community and has been struggling for quite some time now, however it would be a travesty for San Francisco to loose such a dedicated partner in this battle. Please help us help San Francisco! Many of the smaller agencies here in the OMI, feel that we can not compete with the larger agencies, because they have larger resources and more staff, however when San Francisco's District Attorney's Office or the Mayor's Office of Disaster Services (along with a host of others) are in need of strong leadership or representative at their press conferences or round table, ICC's Founder- Reverend Roland Gordon, our Board Members or executive staff is always called upon for our opinion and input. We have assisted many civic leaders with their political agenda's, because of our connection to the public and the community strongly recognize us as a caring advocate for in justice towards African-Americans. But when it comes to extending additional resources to ICC or the OMI we are constantly overlooked. We have weathered the storms for over "**100 years**" and our motto here at Ingleside is ...."ALWAYS WALK BY FAITH, LOVE, INTEGRITY and PATIENCE. It's been many long hours with a very short staff, however we are ever so grateful for this opportunity and we thank the Private Industry Council for funding us in this **100 year** Journey!

3. Other Comments/Suggestions:

Include any other comments or suggestions you would like to make regarding your WIA program.

Although we lost our Grants Coordinator – Mr. David Taylor mid-stream into our contract year, we still prevailed. Ms. Judith Villamoor our new Grants Coordinator has been very patience and helpful with our needs and assisted us with completing all of our 2004-2005 & 2006 follow-ups. In closing, ICC has stated above our challenges and successes with the WIA requirements, however we do feel that we could do more if we had more staff. Thanks for listening, ICC.

Sincerely yours,

Monique Mar

Monique Martin,
Executive Director

Cc: ICC Board of Directors
File

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WIA YOUTH FORMULA SUBCONTRACTORS
SELF-EVALUATION

1. YOUR PROGRAM AND SERVICES

PLEASE INCLUDE A BRIEF DESCRIPTION OF YOUR PROGRAM, SERVICES, AND THE TARGET POPULATION. INCLUDE ANY STAFF DEVELOPMENT ACTIVITIES YOUR PROGRAM HAS UNDERTAKEN. ALSO DESCRIBE ANY FORMAL AND INFORMAL LINKAGES YOU HAVE DEVELOPED WITH OTHER ORGANIZATIONS SERVING YOUTH AND THE SPECIFIC PURPOSES AND OUTCOMES OF THOSE LINKAGES.

Our Mission: MNC strives to improve the quality of life for all communities in S.F. by providing culturally sensitive human services that both support and empower individuals and families. MNC Youth Programs offer a wide variety of activities and services for youth, most of which target low-income at risk youth living in S.F. MNC Youth programs serve over 1200 youth per year in a variety of different programs.

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Avenidas offers case management and advocacy services for youth involved in the Juvenile Justice System. Case workers create alternative plans for detention, and advocate for young people's involvement in services. This program accepts mandatory court referrals, as well as, referrals from other social service agencies.

Calles-Outreach serves gang-involved youth, providing outreach, recreational activities, counseling, and referrals. Our outreach vans are a key point of intervention, offering quick responses to impending crises. MNC is a member of the Community Response Network (CRN) that provides immediate crisis services.2004-2005-57 youth received case management services and over 100 youth received outreach services at schools or in the street during peak hours 4-12am.

Safe Haven: Precita Center serves as a Safe haven for gang-involved youth targeting the 24th street and Bay view Hunters Point corridor. In our function as a Safe Haven, we collaborate with a wide variety of youth agencies, encourage youth to become involved in all our services, and offer both gang prevention and intervention services. We are open during peak crime hours, offering a safe place for neighborhood youth to participate in healthy activities and connect with vital services. 2004-2005-129 youth received evening services and over 50 youth dropped in the center.

Precita Center after School program provides after school programs to youth ages 6-14. Services include homework assistance, arts and craft, recreation and health education. The center also provides job opportunities for MYEEP workers, interns and probation clients that qualify to work under the Juvenile volunteer auxiliary program. Precita after school program services children who are at risk for academic failure. The program provides incentives or homework completion and school improvement. Staff are involved in develop education plans and implementing special programming for youth who find the school environment challenging.

Mission Girls is a gender specific prevention program that serves girls ages 9-17. Mission Girls provides academic enrichment, health education, violence prevention, cultural enrichment and leadership development. The program also operates Violence against Girls' curriculum. The Mission Girls works with several middle schools providing gender specific curriculum. The program also operates evening services for older girls.

Young Queens on the Rise is a support group program that works with young women to help educate and empower young women to make positive choices. The group receives many referrals from the Youth Guidance Center. The young women have been successful in receiving grants in order to provide workshops to their peers. The program also operates a pregnancy prevention curriculum to youth age's 11-17 in which participants learn about their anatomy/STD/Pregnancy Prevention including Abstinence along with the usage of the Baby Think it Over Program. Through this program, the participants learn the difficulties of being a teen parent by taking home a computerized baby home for a weekend.

RAP/WIA provides services in collaboration with all of the programs above. Youth are given the opportunity to receive case management services. The RAP/WIA program provides GED classes, job search assistance, College enrollment assistance, leadership workshops, tutoring, clinical and health services and workshops, and gender specific groups.

Our Target Population is youth ages 14-21, who reside in San Francisco and are at risk of becoming involved in the Juvenile Justice System. Not only do we work with the youth but we work with the family as well. Implementations: 1.Case Management 2.Referrals to the appropriate community resources 3.Court Advocacy 4.Juvenile Hall intervention services.

Provide youth assessment and develop individual youth case plans that utilize the appropriate community resources. Make the appropriate, culturally relevant community referrals.

2. MAJOR ACTIVITIES AND ACCOMPLISHMENTS VS. GOALS DISCUSS YOUR ACTIVITIES, ACCOMPLISHMENTS, PLANNED PROGRAM GOALS AND ACTUAL PERFORMANCE STATISTICS. IF YOU ARE NOT MEETING OR EXCEEDING THE GOALS, DISCUSS POSSIBLE REASONS AND SOLUTIONS.

1. Prevent and reduce the crossover of youth into higher levels of incarceration.
2. Increase awareness of option and opportunities outside the Justice System.
3. Improve the academic development, attainment and attendance of youth in SFUSD.
4. Improve family communication through the use of community based service agencies.
5. Decrease recidivism of youth in the Juvenile Justice System.

All of these goals are met! Having good resources is the key to attaining your goal. This agency has been collaborating with many other agencies throughout San Francisco for many years. I believe that MNC has always attained their goals by dedication the youth that they serve. Because so many young people come from dislocated families we serve as a second parent and try to navigate the young person through the life process. In some cases we have watched a child grow into a young adult with the assistance of the services that MNC provides.

PROBLEMS:

DISCUSS ANY PROBLEMS YOU ENCOUNTERED IN THE ADMINISTRATION OF YOUR PROGRAM: I.E., TIMELY SUBMITTAL OF REQUIRED PAPERWORK AND/OR FISCAL DOCUMENTS, STAFF TURNOVER, CERTIFICATION. LIST AREAS OF CONCERN FOR WHICH YOU WOLD LIKE TECHNICAL ASSISTANCE OR TRAINING WORKSHOPS.

Problem: One problem that I have repeatedly encountered was the required documentation for this program. Many of the youth that we serve come from single parent or no parent homes. Trying to get all the required documentation is sometimes impossible; there for the youth can get no services through this program.

Problem: Timely Certification is a problem. In order to get youth certified the paperwork must go through at least three sets of hands. By the time it gets to MIS it is weeks later. This becomes a problem when you have a deadline to get your numbers in, and provide services at the same time.

Problem: Staff turnover is a problem because this process is so tedious that you need more than one staff person to be working on this project. It becomes overwhelming because the paperwork is so demanding.

3. Other Comments/Suggestions:
Include any other comments or suggestions you would like to make regarding your WIA Program.

I would like to say for the record that I enjoy the work and service that I have been providing to the youth of San Francisco. There is great need for much more than we provide but we make due with what we have. Case management services have proven to be a significant element in a young person's life; I will even go so far to say that sometimes it even saves lives.

To do this kind of work is an honor and a gift that not every person has. When you have the ability to reach out to a young person and they reach back for your hand than you posses something special and have the power to help shape someone's life. That in itself is a blessing. I only wish that my hand was big enough to reach them all. The past two years have been very hard. The death and violence in our communities has given these young people a sense of hopelessness. Programs like WIA bring back the hope that everyone has a chance at a future. Through WIA we have been able to take some of our young people out of what they are use to and expose them to other things that they may never in a lifetime experience. My office is flooded with photographs with evidence of this fact. Now this contract was handed to me and I have all different ideas and possibilities for next year; so please consider us as a well need service

Respectfully,

Ginale Garcia
RAP/WIA
Intervention Service Director
2730 Bryant Street
SF CA 94110
(415) 920-7125

REC'D MAY 22 2006

PRIVATE INDUSTRY COUNCIL SELF EVALUATION
RENAISSANCE YOUTH MOVEMENT

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JULY 1, 2004 TO JUNE 30, 2005

Goals and Outcomes: Of the 28 youth deemed eligible for WIA services, only one youth made an involuntary exit from the program; however, he was reenrolled in school in Sacramento County and for the first few months remained in contact with Renaissance Staff.

The youth that we service have multiple barriers that make it difficult to achieve academically due to emotional/behavioral problems, ADHD and Bipolar disorder. However, constant tutoring and monitoring allowed them to progress and all youth improved in the basic skills attainment area. It would be helpful if the exit forms included an area to pick up basic skills attainment as our grant manager informed us that we had to list these successes under "PLANNED SERVICES COMPLETED" and we are not sure as to how this is captured as a success by the MIS staff. Further, four youth graduated high school, and three were employed in unsubsidized employment and all 28 youth completed job readiness and lifeskills training.

Obstacles: We had difficulty locating all required WIA documents. The youth are often transient and through no fault of their own they can be moved in as little as 7 days thus; we had to maintain a waiting list of youth to replace any youth who were relocated or incarcerated.

We received 28 eligible PIC 10 forms (however the MIS report reflects only 24). The youth received intensive tutoring to improve academic performance. In addition, all program youth were required to bring weekly progress reports, and attendance reports were required for youth who demonstrated a high propensity for truancy. Renaissance staff also attended school meetings, H.S.A. Team Decision Making meetings, Quarterly Report meetings and Juvenile Court as an attempt to stabilize the youth.

We continue to struggle with youth reverting back to negative behaviors that make them unsuitable for unsubsidized employment such as: frequent incarcerations, substance abuse and unstable living environment.

Recruitment: We recruited youth via presentations at group homes, foster family agencies, ILSP and the San Francisco Human Services Agency.

Suggestions: It would be beneficial for our program youth if we were able to measure improvement in school such as reduction in suspensions, truancy, completing homework assignments etc. as well as reduction in the number of negative police contacts. We have found that these behaviors result in our youths' failure to be successful in school.

It would also be helpful if the follow-up contained a comments section. When youth reunify with their biological families and/or moved into a foster home, we oftentimes lose contact with them due to location of placement, mistrust of family members for the "system". Also, youth are often moved due to safety or other concerns that may result in them being restricted from contact with previous placement youth and staff.

As a program, the WIA forms are tedious and time consuming and do not provide significant tracking information to determine why youth are not succeeding.

JULY 1, 2005 TO MARCH 31, 2006

Goals and Outcomes: Of the 23 youth to be enrolled in the Renaissance Youth Movement Program, we have outlined their achievements to date.

Two youth who had dropped out of school have returned to school.
One youth enrolled in Job Corp GED and Apprentice Program
Two youth enrolled in Youthbuild GED and Apprentice Program
Four youth have secured unsubsidized employment at Safeway
Five youth receive intensive tutoring
One youth enrolled in City College night classes to assure graduation in June 2006
Nine youth scheduled for graduation from high school
One youths' school assignment was changed and they have shown a marked improvement in attendance, behavior and productivity.
All youth attend lifeskills and job readiness training
All older youth are seeking unsubsidized employment and younger youth will be submitting applications for summer employment.

We are securing documentation to support our attained goals. However, we are encountering some difficulty due to "confidentiality" especially with employers. We will continue to with our youth, their providers, educators and employers.

As aforementioned, we keep in close contact with our youth and work with employers and educators and providers to assure that the youth in performing positively and are not at risk of dropping out of school and/or "flunking", losing their employment or placement.

All Renaissance Staff receive monthly training from City College to better understand the needs of our clientele.

Obstacles: As of March 17, we had 13 youth enrolled in the program. We faxed over required WIA Documentation for 4 youth on 4/12/06 and followed up via e-mail to Kim Low and Brenda Brown. On 4/13/06 our office telephoned requesting the faxed PIC10's and learned from PIC certification staff that the information was not received because of a power failure. The information was faxed again along with missing information from 3 additional youth. Because of Spring break we will be faxing missing information for 3 additional youth. Another youth was sent to the certification office on 4/17/06 and we are awaiting a report card or CA Identification in order to receive an approved PIC 10. Upon receipt of missing documentation we would have met our enrollment goal of 23 youth. Per certification staff, they are currently working on the files to include the missing information that was received

We found it even more difficult to secure WIA documentation than the previous year. It also appears that documentation that validated a youth's eligibility last year was slightly different this year and with our being a relatively "new" subcontractor we find that any changes in procedure make it more difficult for us to do the necessary work to assure that our youth succeed. In addition, we were further handicapped due to the illness, hospitalization and subsequent change of employment of our grant manager Dave Taylor.

Recruitment: We continually recruit youth into the program. Of late, we have been seeing more word-of-mouth referrals from our youth as well as providers. However, we continue to do presentations, at group homes, foster family agencies, schools etc. on a regular basis. We will be offering more services to probation youth.

To date, we are actively servicing 103 youth through our various contacts with PIC, DCYF, ARENDT and LENNAR.

Administration: There was some confusion in the interpretation of the follow-up procedure. We have been working with Kim Low (our current grant manager) to solidify our contract and correct any fiscal errors that resulted from misinterpretation of written and/or verbal information. One such miscommunication occurred with the completion and submission of the follow-up forms. However, we remain in close contact with our youth and were able to go back and submit the missing quarterly reports and are current to 4th quarter. We will be submitting the fourth quarter follow-up by 5/1/06.

We find the cost allocation to be cumbersome and time consuming and our time could be put to better use servicing our population.

Report prepared by: Harriet Larkin Date: 4/25/06
Report Approved by: Tempi Priestly Date: 4/25/06

WORKFORCE INVESTMENT SAN FRANCISCO
Local Workforce Investment Board for the City and County of San Francisco

Meeting Cancellation Notice

The Youth Council Meeting
scheduled for
June 22, 2006
has been **cancelled.**

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The next Youth Council
meeting will be held on
July 27, 2006
from 4:00 P.M. to 6:00 P.M.,
170 Otis Street in the Born
Auditorium.

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WORKFORCE INVESTMENT SAN FRANCISCO
Local Workforce Investment Board for the City and County of San Francisco

Meeting Cancellation Notice

The Youth Council Meeting
scheduled for
July 27, 2006
and
August 24, 2006
has been **cancelled.**

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The next Youth Council
meeting will be held on
September 28, 2006
from 4:00 P.M. to 6:00 P.M.,
170 Otis Street
in the Born Auditorium.

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Telephone 415.923.4003 | Fax 415.923.6966 | TDD 800.735.2929 (CRS)

PRIVATE INDUSTRY COUNCIL
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Meeting Cancellation Notice

The Youth Council Meeting
scheduled for
Thursday,
September 28, 2006
has been **cancelled.**

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The next Youth Council meeting
will be announced.

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WORKFORCE INVESTMENT SAN FRANCISCO

Local Workforce Investment Board for the City and County of San Francisco

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MINUTES OF THE
OCTOBER 26, 2006 MEETING OF THE
YOUTH COUNCIL OF THE
WORKFORCE INVESTMENT SAN FRANCISCO (WISF) BOARD

The meeting was held in Born Auditorium at 170 Otis Street in San Francisco, California 94103.

PRESENT:
Vivian Turner, Margaret (Maggie) Donahue, Ann Cochrane, Liz Jackson-Simpson, Glenn Eagleson, and Rhonda Simmons

4.59
126/06

ABSENT:
Belinda Jeffries, Melanie Radford, Dana Fairchild, and Claudia Jasin

PUBLIC (AS EVIDENCED BY THE SIGN IN SHEET):
Michael Lynch, Anna M. Lopez, Amy Wallace, Laurie Ackerman, Ruth Barajas, Rachel Antrobus, Brenda Brown, Alfredo Fajardo, Lanya Samuelsan, Delynn Parker, Wes Dixon, Valle, Heather Groninger, Andrea Small, Louis Camacho, Marc Majors and Kriztina Palone

The meeting was convened at 4:08 p.m.; quorum was reached at 4:17pm.

Agenda Item #1 Adoption of the Agenda
Ms. Cochrane could not move to adopt the agenda at the start of the meeting, until a quorum was reached. Ms. Cochrane decided to continue with the scheduled agenda and come back to adopting the agenda once quorum was achieved. Present Council members agreed with this process.

Agenda Item #2 Public Testimony on Agenda Items
None

Agenda Item #3-Director's Report
Ms. Rhonda Simmons, Director of Workforce Development for the Mayor's Office of Economic and Workforce Development, gave a brief overview of what her department will be doing. She stated that CityBuild is under her purview and direction, as well as figuring out the overall strategic plan and policy direction of workforce for adults and eventually youth. Ms. Simmons went on to say that does not have the staffing to do the youth component yet. Part of what Ms. Simmons is working on is staffing up her department right now.

Ms. Simmons suggested that Mr. Ted Egan [consultant to MOEWD on the Economic Development and Workforce Development Strategic Plans] make a presentation to the Council on these industry sectors he and staff are considering as potential priories for workforce development policy. Criteria for sector selection include job growth, entry-level possibilities, career advancement potential and opportunity for wage growth through career advancement and job quality. The sectors that meet the criteria are construction, transportation and logistics, information technology/digital media, hospitality, and retail and healthcare. The next step is to consider how youth workforce development strategies could be incorporated into this sector model.

Ms. Simmons stated that the WIB (Workforce Investment Board-WISF) will be restructured around industry sectors, with a more robust business presence. The WIB's role is to provide oversight, and that will eventually include having tighter oversight over the One-Stop systems, as most WIBs do already. In addition, the WIB and MOEWD staff will focus on best practice recommendation and leveraging resources across the City workforce system.

Ms. Simmons stated that her goal is to bring someone on that will be the director of Youth Employment Policy, which would include managing the Youth Council and deal with all the policy issues related to youth to really help integrate the sector concept into youth.

Ms. Cochrane acknowledged that at 4:17pm, the Council reached quorum.

Agenda Item #4- Discussion of Roles and Responsibilities of Youth Council through June 2007

Ms. Cochrane stated she wished to discus two issues: the current RFP [Request for Proposals] process for the WIA youth funding allocation; and the role of the Youth Council in relation to the restructuring of the WIB [WISF] later this year.

Ms. Cochrane and Ms. Jackson-Simpson thanked the PIC for their work in staffing the Youth Council in this interim period. Ms. Jackson-Simpson asked if the WIB would want to continue the Youth Council, and what its role should be with regard to advising the WIB and MOEWD about the direction of workforce priorities for youth.

Ms. Simmons' replied that it is the will of the WIB to have the Youth Council. How the Council will be staffed and the budget for this is an issue to be addressed by the WISF Executive Committee at their next meeting. She stated that her intention was for the Council to provide the policy direction for youth employment for San Francisco. In addition, the Council would be asked to address service delivery for youth employment, in order to create a coordinated model among the various programs currently operating throughout the City.

Ms. Jackson-Simpson stated that an important role of the Youth Council was to advise on the priorities and direction for the RFP, and recommended that the Council try to coordinate or at least be informed by the funding that would be allocated by DCYF in the spring. She suggested that the Council look at all youth workforce spending throughout the City, in order to better leverage funds and increase the impact of the WIA dollars.

Ms. Jackson-Simpson stated at the last Youth Council meeting there was a discussion around the spending plan or RFP for the WIA funds, because there was some concern about lack of staffing to complete a full RFP process. She asked if a portion of the additional funds for the WIA allocation to San Francisco could be use to provide staffing for the Council.

Ms. Cochrane stated that the WISF Executive Committee will consider a staffing budget proposal from MOEWD at the upcoming meeting in November, and that it was likely that the issue of both unexpended [carryover] WIA funds form the past fiscal year and the revised 2006-2007 WIA allocation numbers inform that proposal. She stated that that there is a need to designate some funds for Ms. Simmons to hire staff, and do what the Mayor was hoping would happen out of this office [MOEWD]. Ms. Cochrane invited all Council members and the general public to attend the next Executive Committee meeting if they were interested in this topic. It will be held on November 15th, 9:30 to 11:30am.

Mr. Eagleson clarified that the Council's role in the RFP process [for WIA funds] would be to review and influence the shape and priorities of the funding.

Ms. Simmons summarized that the Council would continue to meet [until a new Council was established following the reconstitution of the WISF Board] and that the Council would be instrumental in defining the RFP process that is coming up. Determining the staffing for the Council would be a priority in order to make an RFP process successful.

Ms. Turner asked at what point Ms. Simmons believed she would have the issue of staffing worked out, and Ms. Simmons replied that this would be addressed at the next meeting of the WISF Executive Committee, but that her goal was to hire within the next two to three months.

Ms. Ackerman [JVS] asked the Council if the funding being discussed to support staffing was the $300, 000 in additional funds that would come to San Francisco as a result of the final WIA formula allocation. She also asked if there would be a discussion about making these funds available to existing subcontractors.

Ms. Cochrane replied that it was, but that the total amount was close to $800, 000 [for WIA Youth, Adult, and Dislocated Worker]. She also stated that the discussion about the use of these funds [staffing and programmatic] would happen at the Executive Committee meeting in November.

Agenda Item #5- Development Timeline and process for RFP for next cycle

Ms. Cochrane asked the Council what they wanted to do about a timeline for review and process of the RFP?

Ms. Jackson-Simpson stated that they know there are the Pep-Net standards and all the quality standards of DCYF. She stated that there needs to be an alignment of those processes and to work in tandem with those organizations to try to figure out how to build a continuum of opportunities for young people and to start assessing out and flushing out what that might look like.

Mr. Eagleson said three years ago the Youth Council started with a strategic planning process that reviewed the landscape, and set some goals around what the Council would want the landscape to look like in the future. He explained that Mr. Wald's paper on disconnected youth influenced the Council's work.

Currently, DCYF released their RFP and a draft of the children's service's allocation plan. It is available for public comment and the department is going around now, doing presentations to different commissions to get their input. Mr. Eagleson proposed that DCYF would come to the Youth Council in November to give a presentation on its current youth workforce money.

Mr. Eagleson proposed that there be some discussion about alignment at the next meeting, and stated that the Council could review what was done in the past and have some discussion on what worked and what didn't work with the RFP process. Further, he expressed the One-Stops are a part of the conversation, specific next steps and outcomes need to be addressed and that the other major piece was that the transitional youth workforce. There are going to be long term policy recommendations that come out of the task force, that the Council can utilize to help to figure out where this particular RFP around WIA funds, fits in.

Ms. Donahue asked if PIC was going to be managing the RFP process. Ms. Simmons said that for this year it would be managed through the PIC, and that a decision about the RFP process would be partly dependant on the staffing decision.

Ms. Donahue suggested that the Council solicit input from the community and suggested having a special Youth Council meeting to hear from the community.

Ms. Donahue stated that a staff person was needed in order to coordinate all this information, different initiatives, different recommendations, etc.

Ms. Simmons agreed, and Ms. Cochrane reminded the Council that in the last RFP cycle they had a full time, staff person working on this.

Mr. Eagleson asked Mr. Dixon [PIC] if there were any federal mandates that the Council had to follow regarding the distribution of youth WIA funds.

Mr. Dixon said, for adult funding they extended their grants for an additional year beyond the previously negotiated (3 year) grant period already. Mr. Dixon suggested that this was an option to allocate youth funding for the next year, instead of issuing a new RFP.

Ms. Ackerman [Larkin Street] stated that one of the differences between the DCYF funding and the WIA funding is the age range. DCYF serving 14-17 years old and WIA transition aging up to 21years old.

Mr. Eagleson stated that for the last RFP process, PIC and DCYF staff coordinated the development of the proposal requirements (including joint budget forms) and priorities. PIC and DCYF staff also collaborated on the proposal review process.

Ms. Turner stated that if the Council wanted to align with DCYF, the Council would have to have the same timeline.

Ms. Cochrane suggested that the Council take up the issue of the youth WIA funding allocation at next month's meeting and include information about other youth workforce initiatives (DCYF, C.O.O, the One-Stop, and the Transitional Youth Task Force)

Ms. Jackson-Simpson asked, if it was possible of using existing staff rather than hiring a new person, and if funds were available to make that happen.

Ms. Cochrane stated the WISF Executive Committee, would address this and other staffing needs at its next meeting, and that she would report back on this discussion and the immediate needs of the Youth Council.

Mr. Dixon reported that federal funding is decreasing and that the PIC is currently funding 18 agencies to deliver youth services. There is a target of 360 youth to be assessed and thus far only 30 people have been enrolled.

Ms. Cochrane asked Mr. Dixon to make a report at the next meeting about the current WIA allocation for the PIC as well as the carry-over from the previous budget year, and current status of youth enrollment, and Mr. Dixon agreed.

Ms. Jackson-Simpson asked are the One-Stops held to the same type of scrutiny as the CBO's, to ensure that the young people that they serve are means-tested? Ms. Jackson-Simpson was curious about the caliber and level of service at the One-Stops, versus how it might function in other municipalities. Ms. Jackson-Simpson stated that she hasn't seen a report back from the One-Stop showing youth served.

Ms. Simmons responded that she believe they did. What might be different is some cities have youth one-stops, just for youth and it's not a combination of youth and adult, which makes it easier to do the process.

Mr. Eagleson suggested that the Council should hear from DCYF and other youth initiatives, and move forward in considering an RFP process. He cautioned the Council against extending the current contracts, as this would not allow them to align with the new Economic and Workforce Development Strategic Plans.

Agenda Item #6- Discussion of Strategy to Replenish Youth Council Seats

Ms. Cochrane noted that currently there are 8 members on the Council. In the past they have invited people to join the Council based on where the Council thought there were gaps or a need of additional expertise, and the names were put forward to the Chair of the WISF Board, Lynn Bunim, who appoints them.

Mr. Eagleson asked what is the minimum number of members that are suppose to be on the Council and who are the mandated partners?

Ms. Cochrane stated that she thought there had to be 15 members, and that the mandated partners are: SFHA, Juvenile Probation, Job Corps, the school district, a youth, and a labor representative. She stated that there is a need for employers, but that there is potential conflict with CBO's receiving WIA funds, sitting on the Council.

Ms. Donahue stated that the Council did identify a slate of stakeholders that they would like to see on the Youth Council, but that the Council had not moved forward with these candidates.

Ms. Donahue nominated the Executive Director of the Youth Commission, Rachel Antrobus, because she has extensive work experience working with youth councils.

Ms. Simmons asked that all suggestions for youth council membership be sent to her directly and that these would be considered as the youth council is being reconstituted.

Ms. Parker [Larkin Street] asked if it would be a conflict of interest, if the person being nominated is from the business community, that are either on their board or volunteers or donors for an organization that receives money from the Youth Council?

Ms. Turner stated that she thought that it was only a conflict if they have some direct responsibility for the decision made on whether or not an organization gets funded.

Agenda Item #7- Discussion of Strategy to Bring Youth onto Youth Council

Ms. Cochrane stated that the Council needed to develop a strategy to bring on the required youth and parent members as part of the reconstitution of the Youth Council.

Ms Antrobus [SF Youth Commission] advised the Council members to consider how youth members would likely need to be mentored through the process of being a member of a policy body like the Council, and that in addition some scheduling and other logistical considerations would need to be taken into account to make certain that youth members were able to participate fully.

Ms. Donahue agreed that the task force [San Francisco Youth Commission] has been effective because they have been able to pay stipends to youth members, and recommended that the Council offer the youth a package of support that included both a stipend and training on their roles and responsibilities as members of the Council.

Ms. Cochrane asked that Ms. Donahue and Ms. Antrobus to provide the Council with some suggestions of how young people could effectively participate, and what the Council might consider changing in order to accommodate them.

Mr. Eagleson reminded the Council that any new members appointed [youth] would be essentially signing on for an 8 month term [until the Council is re-certified], and recommended that the Council should look to existing taskforces, councils, etc. for youth members with experience and organizational support in this short term.

Ms. Barajas [CHALK] asked if there was a required number or percentage of the Council that must be made up of youth, and Ms. Cochrane replied that there was not a specific requirement for more than one youth member, but that it was essential that the Council support its youth members fully. She added that the Council would consider the issue off how to structure support for youth members at its next meeting. Ms. Simmons stated that the Council and the youth members would benefit from the participation of more than one youth member, but that the question of how many total youth members served was an issue of how the Council can effectively support them.

Agenda Item #8-Chair's Report
None

Agenda Item #9-Public Testimony on Non-Agenda Items
None

Agenda Item #10-Future Agenda Items
Ms. Cochrane referred this portion to Mr. Eagleson who stated the following items needed to be addressed in the next Youth Council meeting:

- Alignment of the DCYF RFP Process and the Youth Council RFP Process
- Presentations by DCYF, COO, the One-Stops and the Mayor's Transitional Youth Task Force
- Review of the Strategic Plan that was created two years ago, by the Youth Council
- Update on new Youth Council membership recommendations
- List of considerations that need to be addressed to attract youth to the Council

Agenda Item #11 Adjournment
Motion to adjourn meeting
Motion to adjourn meeting was made by Ann Cochrane and second by Vivian Turner.
Ayes: Rhonda Simmons, Glenn Eagleson, Maggie Donahue, and Liz Jackson-Simpson
Nays: None
Abstentions: None
Motion Passed
The meeting was adjourned at 6pm.

All written materials distributed at the meeting are posted on the Private Industry Council's website www.picsf.org, and are incorporated by reference herein.

WORKFORCE INVESTMENT SAN FRANCISCO

Local Workforce Investment Board for the City and County of San Francisco

NOTICE OF A PUBLIC MEETING
OF THE
YOUTH COUNCIL OF THE
WORKFORCE INVESTMENT SAN FRANCISCO BOARD

Date:	Wednesday, November 15, 2006
Time:	4:00 p.m. – 6:00 p.m.
Location:	**Auditorium** **New Civic Center High School (formerly John Swett Elementary)** **727 Golden Gate Ave.** **San Francisco, CA 94102**

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AGENDA APPEARS ON THE REVERSE SIDE

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(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force.

To obtain a free copy of the City's Sunshine Ordinance or to report a suspected violation, contact:

Adele Destro, Interim Administrator
Sunshine Ordinance Task Force
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4683
Telephone: 415-554-7724 Fax: 415-554-5163
E-mail: sotf@sfgov.org

The Sunshine Ordinance is available online at: http://www.sfgov.org/site/sunshine_index.asp?id=4673

OTHER ACCOMMODATIONS

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♿ If you require special accommodation due to a disability, please call Kriztina Palone at 415-554-6192 or TDD 800-735-2929 (CRS) at least 72 hours in advance.

Issued: Thursday, November 9, 2006

AGENDA FOR
MEETING OF THE
YOUTH COUNCIL OF THE WISF BOARD
WEDNESDAY, NOVEMBER 15, 2006

Public Testimony will be taken throughout the meeting

1. Adoption of the Agenda *(Action Item)*
2. Public Testimony on Agenda Items *(Discussion Item)*
3. Status Report of current contract providers *(Discussion Item)*
4. Presentation of DCYF funding priorities *(Discussion Item)*
5. Presentation of findings from One-Stop Youth Forum *(Discussion Item)*
6. Continue Discussion of process for next funding cycle *(Discussion Item)*
7. Discussion & nominations of prospective Youth Council members (*Discussion Item*)
8. Chair's Report *(Discussion Item)*
9. Director's Report *(Discussion Item)*
10. Public Testimony on Non-Agenda Items *(Discussion Item)*
11. Future Agenda Items *(Discussion Item)*
12. Adjournment (*Action Item*)

DRAFT

PRIVATE INDUSTRY COUNCIL
Of San Francisco, Inc.
*creating
employment
opportunities*

MEMORANDUM

TO: YOUTH COUNCIL **DATE:** NOVEMBER 8, 2006

FROM: WES DIXON, PRESIDENT

SUBJECT: UPDATE ON 2006-07 WORKFORCE INVESTMENT ACT YOUTH PROGRAM (AGENDA ITEM 3)

ACTION REQUESTED

The Youth Council is asked to review the WIA youth formula program for PY 2006-07. While this is not a formal action item, discussion will provide your Chair with information of value to the Executive Committee in making its system funding decisions.

BACKGROUND

At your last meeting on October 26, you asked for information about additional current year funding, performance so far in terms of certification and enrollment, and other information bearing on next year's solicitation for youth services.

FUNDING

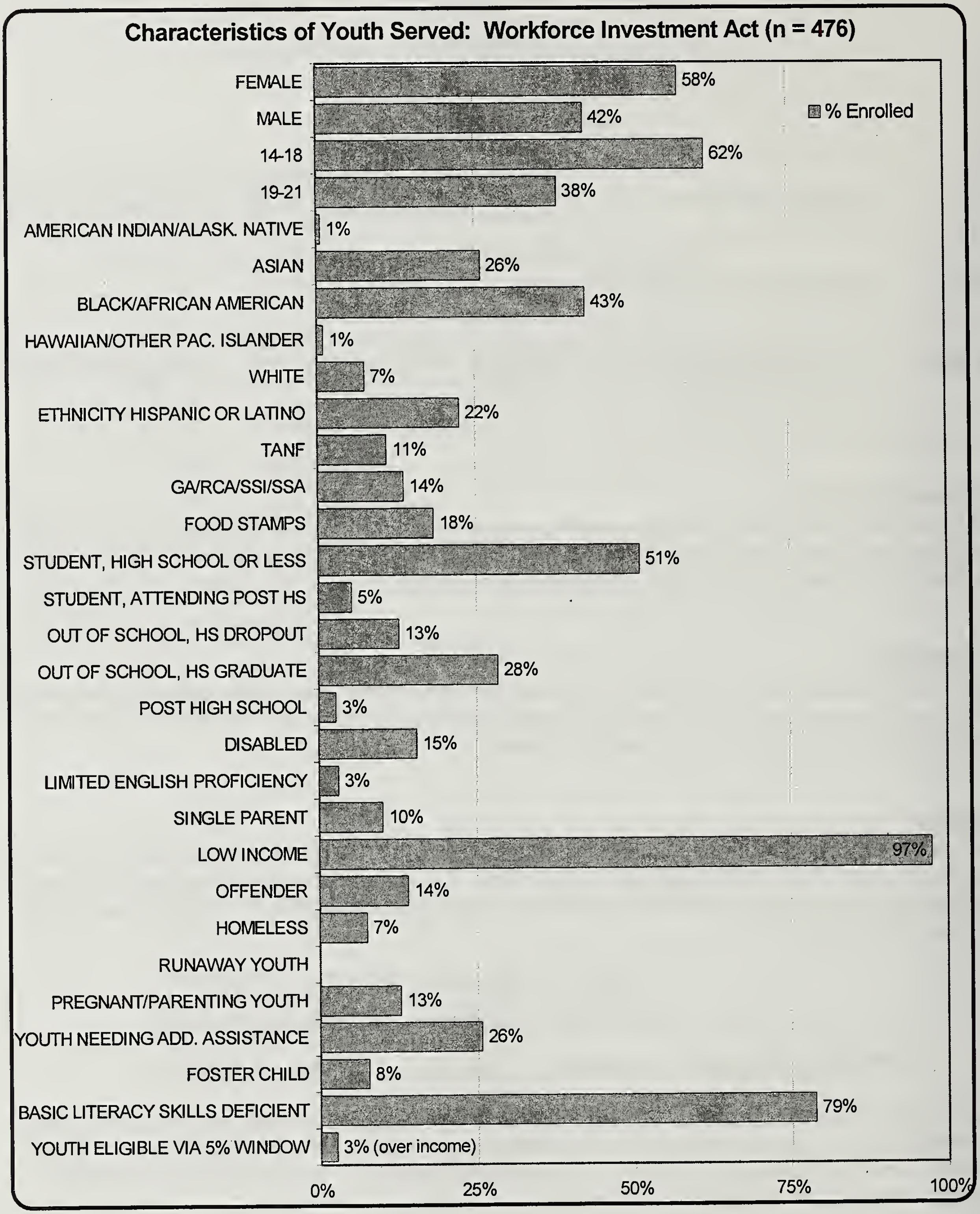
The Executive Committee approved an initial distribution of $1,702,473 in WIA IB formula Youth funds at its June 14, 2006 meeting. At that time, Committee members were advised that published allocations were preliminary, and that unexpended funds from PY 2005-06 would not be known until October.

	Initial Allocation	Additional Allocation	Prior year carryover	Total available
WIA Youth Formula	**1,702,473**	**343,488**	**211,368**	**2,257,329**

In early September, an additional allocation of $343,488 was announced, and this month the PIC concluded that it could safely add in an additional $211,368 in unexpended carryover funds from last year. In summary, $1,702,473 is obligated, and an additional $554,856 awaits a recommendation to the Executive Committee.

CHARACTERISTICS OF YOUTH PARTICIPANTS OVER THE PAST TWO YEARS

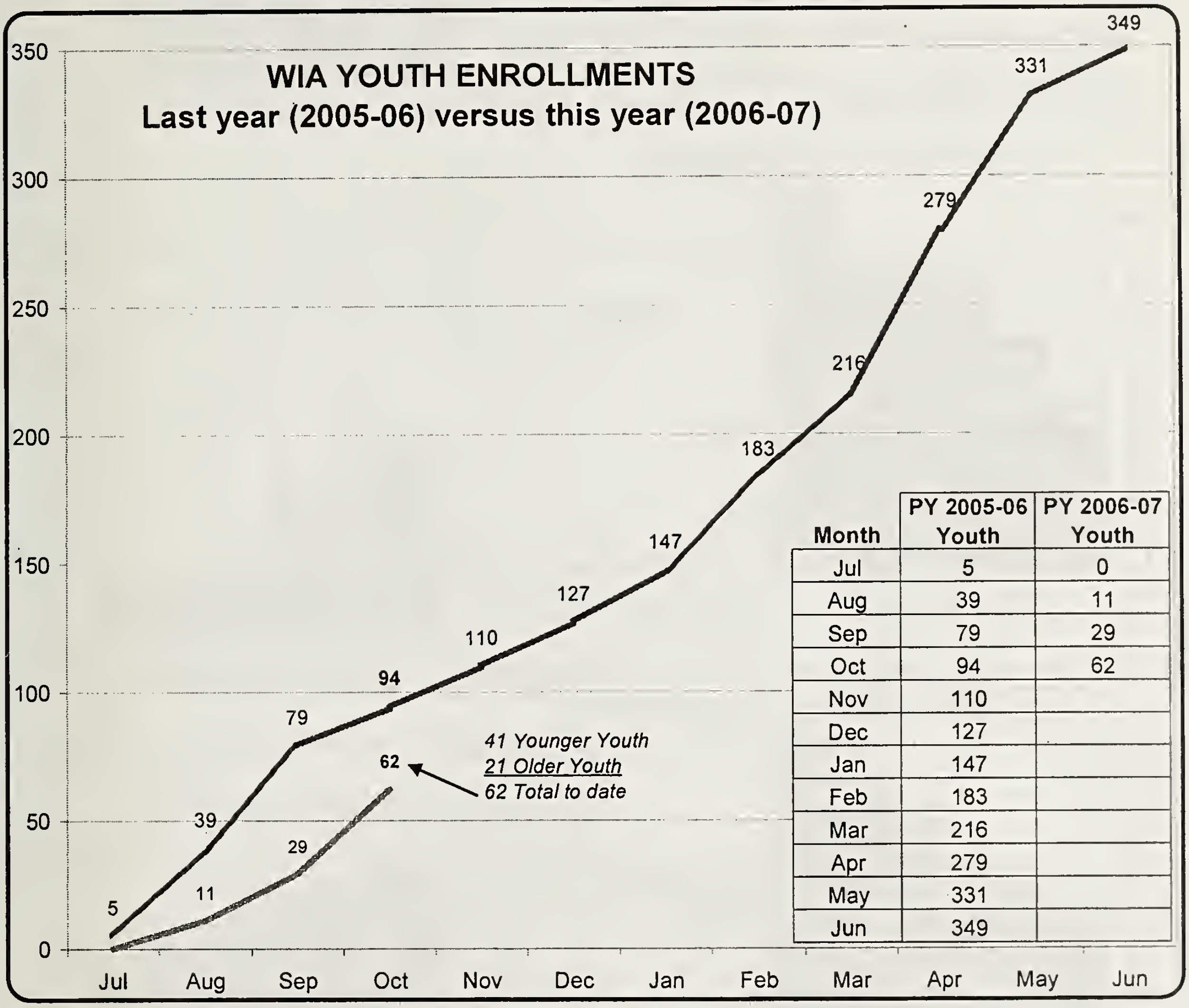
For the twenty-four months ending June 2006, 476 youths were successfully enrolled in WIA's Youth Program.



CURRENT YEAR YOUTH ENROLLMENT

In July youth eligibility certification moved from the PIC staff to One Stop center staff. While the WIA learning curve is steep and the criteria complex, 33 new enrollments were successfully processed in October. Typical barriers to WIA certification and enrollment include:

Youths Under 18	Youths 18 and Over
Evidence of identity and work authorization Evidence of San Francisco residency Evidence of age Evidence of Family Income in past 6 months Evidence of Family Size	Same as Younger Youths plus Evidence of Selective Service Registration



Month	PY 2005-06 Youth	PY 2006-07 Youth
Jul	5	0
Aug	39	11
Sep	79	29
Oct	94	62
Nov	110	
Dec	127	
Jan	147	
Feb	183	
Mar	216	
Apr	279	
May	331	
Jun	349	

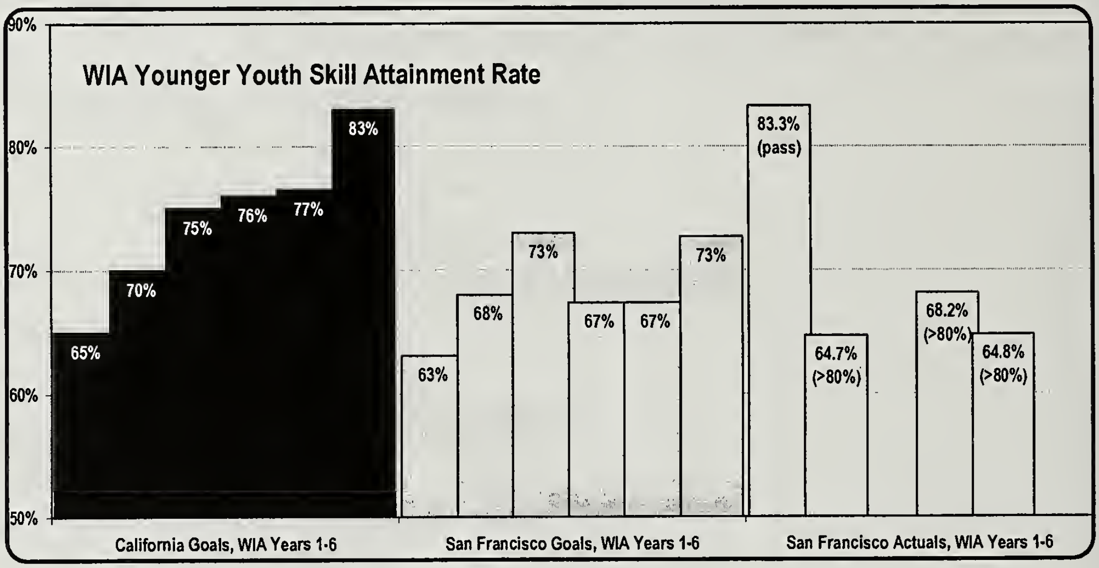
Five of eighteen subcontractors have no enrollments as of October 31.

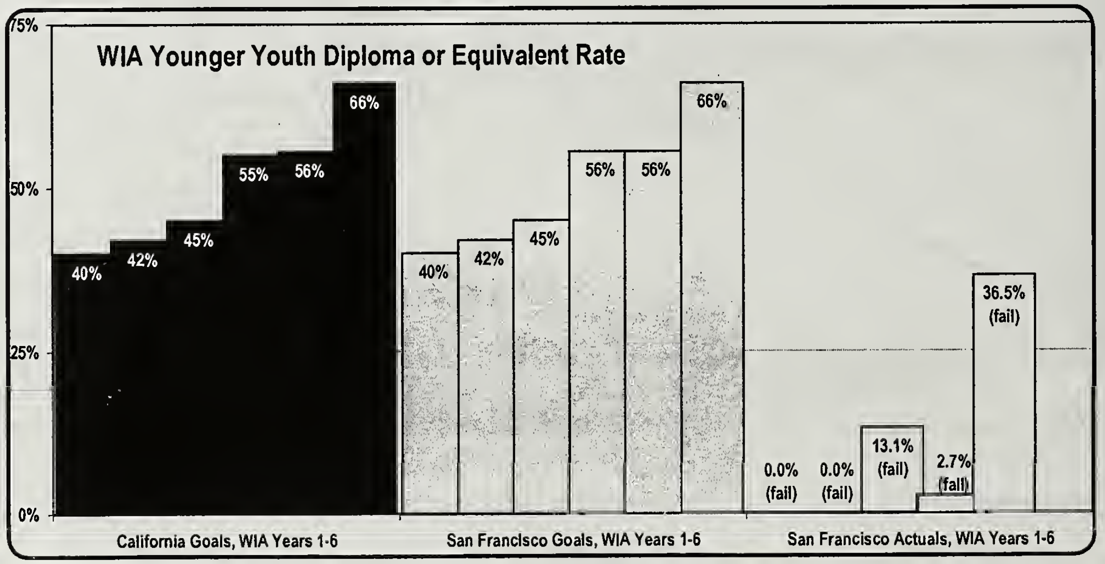
OVERALL HISTORICAL PERFORMANCE – YOUNGER YOUTH

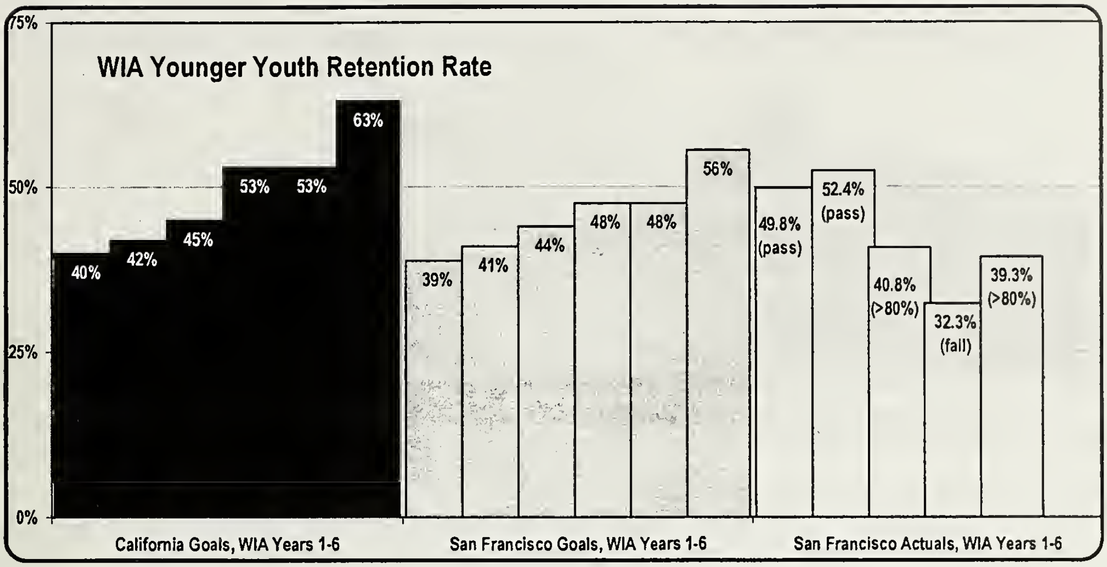
From the Department of Labor and State EDD points of view, San Francisco's youth programs perform poorly. The charts below show WIA performance. In the light bars at the right of each chart are San Francisco's actual performance and a notation. "Pass" means the standard was exceeded. "Greater than 80%" means that we did not exceed the standard but came close enough to avoid State-defined failure. "Fail" means that our performance fell below 80% of the standard:

A variety of factors are responsible for performance, such as:

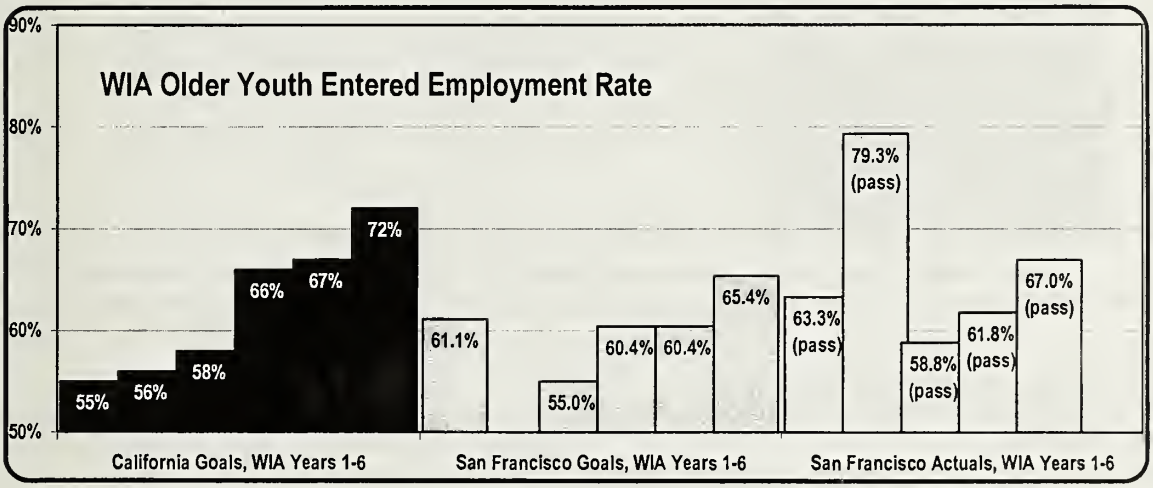
- Coordinating and providing TA to too many contractors
- Absence of formal training by the State or DOL in understanding measures
- Evidence of performance (diploma, supplemental documentation, follow up)
- Dropout, loss of contact, exit clarification (e.g., returned to School)

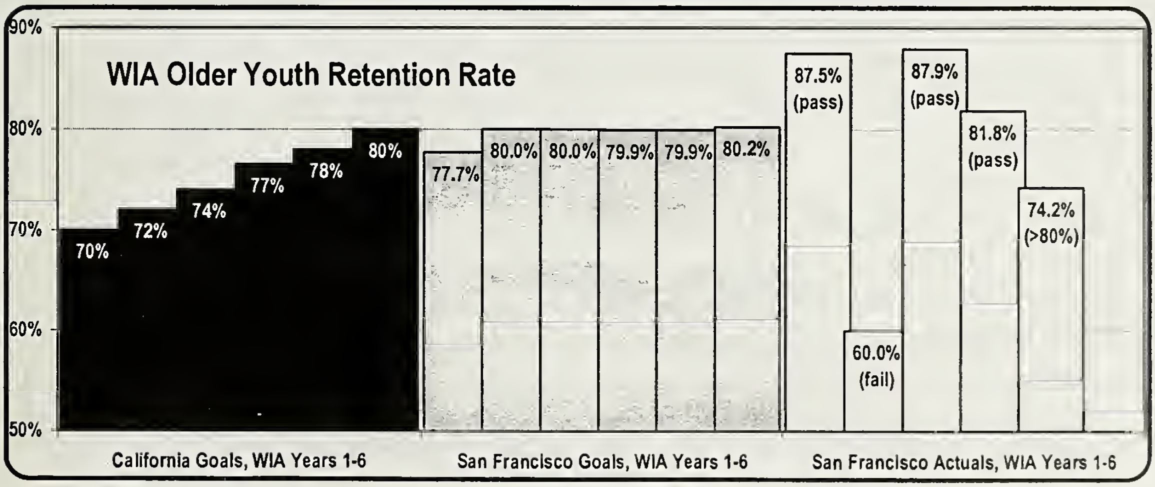


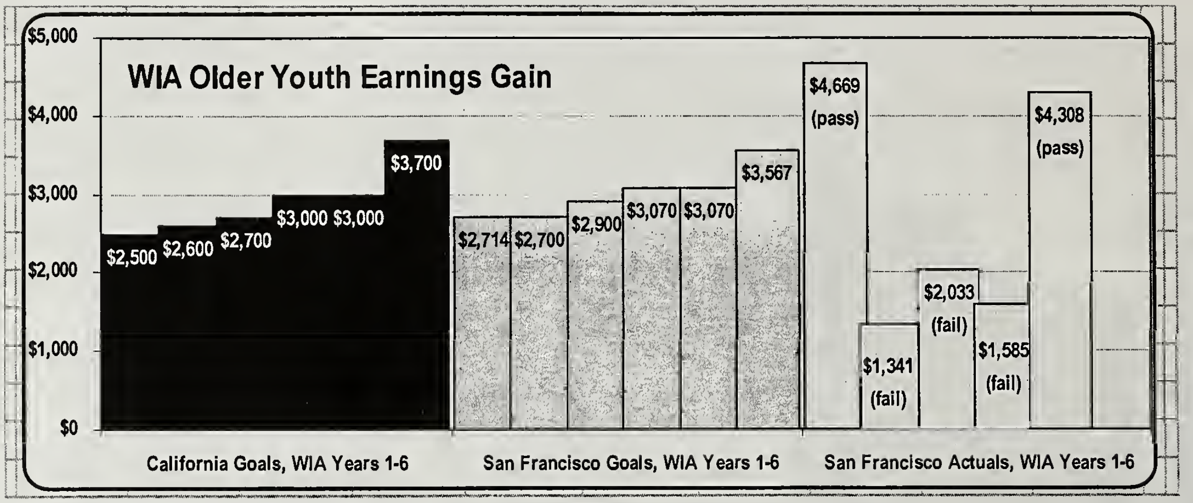


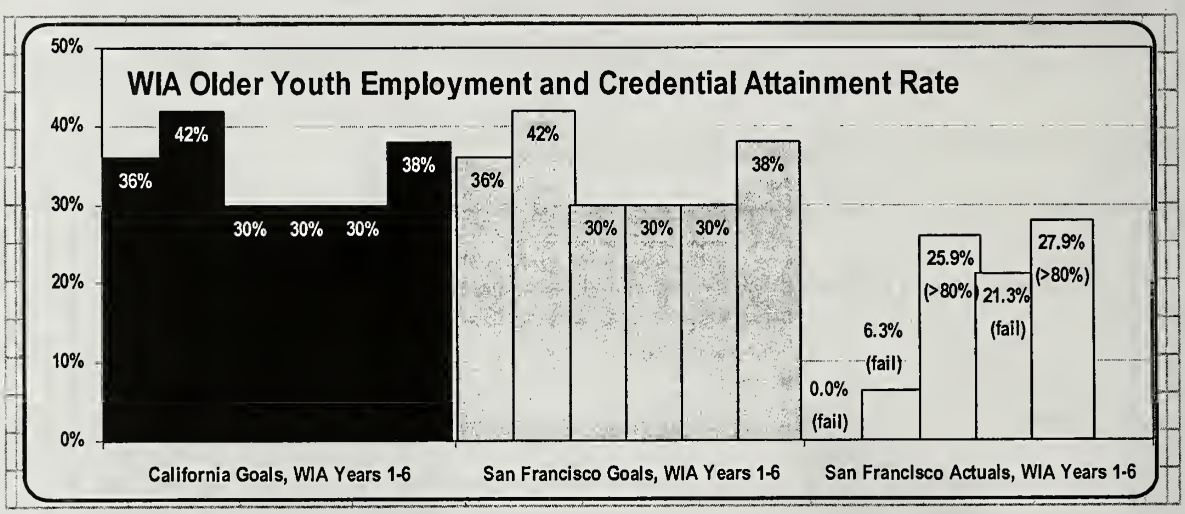


OVERALL HISTORICAL PERFORMANCE – OLDER YOUTH









SOLICITATION CONSIDERATIONS

Building blocks: (Primary blocks are policy body meeting dates)	**Youth** 2004	**Adult** 2003
Recommended Design and selection criteria		February 25
Committee approval of Design and selection criteria		March 4
Mayor/WIB approval of Design and selection criteria		March 12
Announcement of RFP and schedule	February 27	March 13
Bidders Conference	March 4	March 20
Due Date for Proposals	April 6	April 14
Proposal review, recommendations mailed out	April 27	April 29
Committee public hearing	May 4	May 6
Mayor/Executive Committee ratification hearing	May 12	May 14
WIB ratification hearing	June 16	June 18
Programs begin	July 1	July 1

If you have questions prior to the meeting, please call me at 415.923.4465.

WORKFORCE INVESTMENT SAN FRANCISCO BOARD
YOUTH COUNCIL

STRATEGIC PRIORITIES

The Workforce Investment Act challenges local communities, through the Youth Council, to establish a collaboration that brings together school, community organizations, training providers and others to create a comprehensive and cohesive youth service system.

The San Francisco Workforce Investment Board Youth Council is outlining a strategic plan for the future and believes the strategies should build on a youth development framework: [1]

- viewing young people and families as partners, rather than clients and involving them in designing and delivering programs and services;
- giving all youth access to both prevention and intervention services and programs that meet their developmental needs; and
- offering youth opportunities to develop relationships with caring, supportive adults.

Youth Development is the ongoing process in which all young people are engaged and invested while attempting to meet their basic personal and social needs and to build competencies necessary for successful adolescent and adult life. It is an approach, framework, and a way to think about young people that focus on their capacities, strengths and developmental needs, rather than on their weaknesses and problems. All young people have basic needs that are critical to survival and healthy development. These needs include but may not be limited to:

- a sense of safety and structure;
- belonging and membership;
- self-worth and ability to contribute;
- independence and control over one's life;
- closeness and several good relationships; and
- competency and mastery

---

[1] This framework and approach to youth development comes from *Developing the WIA Youth Request for Proposals: A Technical Assistance Tool for WIB Staff* developed by the RFP Topical Study Group of the 2002-03 class of the National Youth Employment Coalition's WIA Leaders Academy.

At the same time, to succeed as adults, all youth must acquire positive attitudes and appropriate behaviors and skills in six areas:

- health
- personal/social
- knowledge
- reasoning and creativity
- vocation
- citizenship

Basic Youth Development Principles

Employment and education researchers and practitioners in the youth field believe that they have identified the basic principles directly related to the WIA 10 elements that help build effective programs for youth. They believe that the importance of integrating the following principles into the design of youth programs cannot be underestimated.

Adult Support/caring and knowledgeable Adults
Effective youth initiatives connect young people with adults who care about them and who serve as role models.

Structure and Expectations
Youth interventions must set clear and high expectations for young people while carefully supporting each young person so they can attain them.

Creative forms of learning
Learning should be engaging and relevant, with curricula and teaching strategies that are creative, substantive, and attuned to the learners and to provide effective pathways to finish high school, or move into post secondary training or employment.

Holistic approach
Treating individual holistically may provide sufficient protective factors to overcome a variety of risk factors, thus preventing one or more of the many behavioral indications of deeper problems manifested by young people.

Youth as resources
Programs should move away from focusing on eliminating youth deficits to supporting youth assets.

Implementation quality
Programs clearly work better when they are thought through and well managed.

Follow-up Services
Programs offering services over a long period of time, possibly many years, foster trust in youth because there is time to develop relationships with caring, knowledgeable adults.

With the above context in mind the Youth Council is reframing its focus and proposing the following:

OUR VISION: ALL YOUTH---ONE SYSTEM:
Our vision is that San Francisco offers a comprehensive and coordinated system of care, which provides a continuum of quality services to ensure that all youth are equipped with the skills, knowledge and abilities to prepare them for successful employment, academic and life choices by age 25.

The conditions one would find in a comprehensive youth serving system include, but are not limited to:

1. Youth are aware of options/services available to them;
2. Environments for learning and services are safe;
3. Networks of support for youth are available and apparent;
4. Caring adults are involved in supporting youth to attain goals;
5. Access is present for achieving educational and employment support;
6. A continuum of care exists that supports all areas of youth development;
7. The investments made are strategic and connected to other resources;
8. Services and support are ongoing and outcome based, not time/age based;
9. Intake, referral and assessments are common and shared between agencies;
10. Neighborhoods are receiving services that address local concerns;
11. Individual service plans exist for youth and are used across agencies.

MISSION/PURPOSE:
To ensure quality, safe and healthy learning environments and opportunities, built on youth development principles, which lead to a high school diploma or certificate, and successful transitions to work or further education.

PRIMARY STRATEGIES:

I. Focus on occupational preparation that leads to youth employment and successful transitions.
II. Emphasize HS graduation or certification as minimum performance expectations.
III. Target investments to at-risk, out-of-school youth, those in-school who are not on track to graduate, youth in the juvenile justice and foster care system, and pregnant and parenting teens.
IV. Engage youth in leadership roles and evaluation functions to assure service designs support a comprehensive youth development system.
V. Create a high level of agreement between organizations (DHS, SFUSD, DR, DCYF, and Juvenile Probation) to allow for seamless program delivery.
VI. Support and finance neighborhood-based youth centers.

SUPPORTIVE STRATEGIES:

I. Engage the private sector in creating more youth employment opportunities connected to youth's career aspirations.
II. Create common intake, referral, assessment tools and strategies, including an individual youth plan for shared accountability of those served. "hand-off, not drop-off".
III. Invest in contractors who are leveraging multiple funding streams and providing comprehensive services either themselves or with partners.
IV. Mobilize, expand and align adult mentors to support youth beyond funded activities or timelines.
V. Align RFP's and agency policies from primary youth investors to create a comprehensive service strategy until age 25.
VI. Balance investments to assure capacity building of staff and system-building efforts.
VII. Develop agreements with SFUSD to support in-school and out-of-school alternative systems for student achievement.

WORKFORCE INVESTMENT SAN FRANCISCO

Local Workforce Investment Board for the City and County of San Francisco

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MINUTES OF THE
NOVEMBER 15, 2006 MEETING OF THE
YOUTH COUNCIL OF THE
WORKFORCE INVESTMENT SAN FRANCISCO (WISF) BOARD

The meeting was held at New Civic Center High School, 727 Golden Gate Avenue in San Francisco, California 94102.

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PRESENT:
Liz Jackson-Simpson, Glenn Eagleson, Melanie Radford, Belinda Jeffries, Margaret (Maggie) Donahue, Ann Cochrane, Vivian Turner and Rhonda Simmons

ABSENT:
Dana Fairchild and Claudia Jasin

PUBLIC (AS EVIDENCED BY THE SIGN IN SHEET):
Anna M. Lopez, Yuri Dew, Ruth Nunez, Ray Li, Wes Dixon, Ed Florentino, Jodi Schwartz, Michael Lynch, Marc Majors, Lanya Samuelson, Grant Din, Whitney Wright, Nat Mason, September Jarrett, Mitchell Salazar, Rosalia Velazquez, Alfredo Fajardo, Brenda Brown and Mary Fernandez.

The quorum was met and the meeting convened at 4:12pm.

Agenda Item #1 (a) Adoption of the Agenda
Motion to adopt the agenda was made by Ann Cochrane and second by Maggie Donahue.
Ayes: Liz Jackson-Simpson, Glenn Eagleson, Melanie Radford, Belinda Jeffries, and Rhonda Simmons
Nays: None
Abstentions: None
Motion Passed

Agenda Item 1(b) Adoption of the Minutes from 10.26.06 Youth Council Mtg.
Motion to adopt the minutes was made by Ann Cochrane and second by Glenn Eagleson
Ayes: Liz Jackson-Simpson, Melanie Radford, Maggie Donahue, Belinda Jeffries, and Rhonda Simmons
Nays: None
Abstentions: None
Motion Passed

Agenda Item #2 Public Testimony on Agenda Items
None. Ms. Cochrane stated that she preferred that public testimony be given throughout the agenda items. There was no disagreement of this preference by any of the Council members.

Agenda Item #3-Status Report on Current Contract Providers
Ms. Cochrane introduced this section of the agenda by giving some brief background from the last council meeting, stating that the Council began the discussion regarding what the Council will do going forward with their RFP [Request For Proposal] process,

once the contracts conclude on June 30, 2007. Ms. Cochrane stated that Mr. Wes Dixon [PIC: Private Industry Council] had compiled a memo to update the Council on the current status of the 2006-07 Workforce Investment Act Youth Program. Mr. Dixon distributed the memo to the Council and the audience. Mr. Dixon began his presentation with the following information:

- Allocation of funds for this year, are $1.7 million. A 19% decline of funds from what was given before. The $1.7 million is obligated to the 18 contracts. $554, 000 or so, awaits recommendation from the Executive Committee.
- The PIC asked the Executive Committee for a program distribution of $1.7 million.
- The State of California announced additional WIA allocations of $343,000 dollars in new WIA funds to be added to the 1.7 million.
- The PIC staff identified $211,000 that can be carried over as unexpended funds from last year from contracts that did not spend their contract amount or were pools of funds that support those contracts.
- Due to PIC's severe fund reductions, they asked the One-Stops to be the administrators of the eligibility and certification process.

Ms. Donahue asked Mr. Dixon, based on the recommendations that were made earlier that morning by the Executive Committee to give Ms. Simmons' office, $200, 000 to hire two additional staff (one being a Youth Council Director position), was that money coming out of the $554, 000 that Mr. Dixon just referenced? Mr. Dixon stated that yes, he assumed a share of the $200K allocation will come out of the Youth WIA allocation, just like a share of the Adult or Dislocated Workers allocation.

Ms. Simmons responded by stating that the money has to be spread out across all of the allocations.

Mr. Dixon [PIC] continued back to his report. He referred to Ms. Brenda Brown [PIC] to describe the barriers to getting the youth certified. Ms. Brown stated:

- Now that school has started, the youth are not available until after 3pm. The One-Stops close at 5pm, except for 3120 Mission. Which makes it difficult for the youth to get to the One-Stops, to be certified, in time.

- The parents are reluctant to give supporting documents, for example: social security cards, financial information, proof of low-income status for 6 mos., proof of family size, proof of residence etc.

Ms. Jeffries offered assistance by the Housing Authority, to help with the eligibility and certification process for those families that are on the public housing and section 8 system, as long as PIC can provide Housing Authority a list of the individuals that need to be certified and the criteria that PIC is using to verify eligibility and certification.

Ms. Brown [PIC] stated she would connect with Ms. Jeffries to begin that joint effort.

Mr. Dixon [PIC] continued on with his memo, reiterating from his report last month, that there are only 29 or 30 youth currently enrolled and it was the 14/15th week of the year. The goal for the total year is 357. They have to get from 62 to 357 youth for this year.

Ms. Simmons asked if anyone could respond to, looking at the '05-06 year, why the trend is very startling?

Ms. Brown [PIC] responded that the PIC needs to get more technical assisting in pushing to get the certifications through. It's been left to the very end and the process is being rushed. She also noted that it is different people doing the certification process than before, so there is a learning curve.

At this point of the meeting, there was an intense discussion around the clarity of what the certification process is, and who is responsible for which portion of the certification process: PIC, HSA [Human Services Agency, One-Stop Centers] and the sub-contractors [CBO's].

Ms. Cochrane stated that the Council needs a better understanding of what the services are that the young people are getting when they are getting certified and enrolled in May for a contract that is already 10 months expired. Ms. Cochrane asked that PIC staff go back and so some further analysis.

Ms. Simmons requested that the One-Stop, PIC and some of the sub-contractors [CBO's] come back to the next meeting and make some recommendations around how this process could be improved.

Ms. Donahue suggested this issue be an agenda item for the next meeting. Ms. Cochrane agreed, stating that the Council needs more information and analysis by all of the agencies involved so that the Council can design a process, as well as a system of monitoring and accountability that gives the Council some leverage before May of each contract year.

Mr. Dixon [PIC] continued with his presentation.

At the conclusion of Mr. Dixon's presentation, Mr. Eagleson asked Mr. Dixon to come back to the next meeting with an update on what the common performance measures are? Mr. Eagleson stated that he is hearing different things from the state, locally and federally. Mr. Eagleson is concerned with the impact that will be on the younger youth.

There was an extensive conversation around Mr. Dixon's memo/report. The main concerns that arose from this conversation were:

- There seems to be challenges around the sub-contractors trying to service the youth and get them certified
- In terms of a policy question, who is the best population for WIA funding?
- The data presented shows the gaps/discrepancies amongst our ability to meet goals

Ms. Cochrane ended this portion of the agenda, by stating that for the next meeting the following areas will be addressed:

- How to streamline the certification process
- The Council needs more information about the actual sub-contractors and the enrollments
- A timeline must be developed for the RFP

Agenda Item #4- Presentation by DCYF: Funding Priorities

September Jarrett [DCYF] did a power point presentation on DCYF's Children's Services Allocation Plan for the 2007-2010 funding cycle. Ms. Jarrett passed out a packet of information that corresponded with the power point presentation. The highlights of her presentation were:

- This allocation plan refers to the Children's Amendment 2000, which was re-established as the Children's Fund.
- Established 3-year Planning Cycle for DCYF
- Needs Assessment: includes 112, 802 children
- The Children's Services Allocation Plan was developed by doing an analysis of the $365 million the City is spending on children; There were 23 community meetings around this fund, and 8 strategic conversations; 2 grantee feedback sessions and 8 City department discussions; There were commission and community forums, as well as research done on best practices
- Goals of the Fund: to celebrate and build on strengths, serve all neighborhoods/focus on greatest need, promote collaboration and decrease fragmentation, and forge a network of services
- Timeline:
  Oct./Nov. '06 – Presentations to Commissions
  Nov./Dec. – Revisions
  Dec. - Board of Supervisors hearing
  Jan. '07- RFP development
  Feb. – RFP released
  March 15- Proposals due
  May- Award letters are sent
  July- New contract in place

Agenda Item #5- Presentation of Findings from One-Stop Youth Forum

Mr. Edwin Florentino [One-Stops] presented that on October 25th, they held a youth services forum. Mr. Florentino mentioned that about 50 community members attended the forum, representing about 25 organizations and agencies. The forum was held to help HSA/One-Stops to improve their services to the youth. Mr. Florention [One-Stops] continued with his presentation by passing out a packet that included all the comments and recommendations that the breakout groups of the forum came up with.

Ms. Donahue asked Mr. Florentino when he would be able to compile a report with the findings from this forum. Mr. Florentino stated it would not be possible until the first quarter of next year. Ms. Donahue requested, if possible the report could be compiled sooner than the first quarter.

Mr., Eagleson posed a question, from his experience at the forum, should the One-Stops be serving the youth? And who is responsible to answer that question?

Ms. Simmons mentioned that the Youth Council needs to advise on that matter, as well as the Workforce Development Department help to organize an internal conversation that will include the comments and recommendations that were given by at the youth forum. Ms. Simmons asked that her assistant, Kriztina, set up a meeting with Mr. Florentino and her staff to begin this process.

Agenda Item #6- Continued Discussion of Process for Next Funding Cycle

Agenda Item is continued to a future meeting.

Agenda Item #7- Discussion & Nominations of Prospective Youth Council Members

Agenda Item is continued to a future meeting.

Agenda Item #8-Chair's Report

None

Agenda Item #9-Public Testimony on Non-Agenda Items

None

Agenda Item #10-Future Agenda Items

Due to running out of time for this meeting, Ms. Cochrane made the following suggestions about the next meeting and agenda items:

- Dec. 5th, from 2:30-4:30 will be the next Youth Council Meeting
- Cancellation of the Dec. 14th meeting
- Dec. 19th, from 4-6pm will be the following meeting after the 5th
- Since, the PIC is dealing with a program review by the State, the PIC will do their follow-up presentation on the Dec. 19th meeting

Mr.Eagleson recommended that on Dec. 5th, the Council hears a presentation from C.O.O. (Community Of Opportunities) regarding their workforce plan and also hears from the Mayor's Transitional Youth Task Force at the Dec. 5th meeting.

Agenda Item #11 Adjournment

Motion to adjourn meeting was made by Vivian Turner and second by Melanie Radford.
Ayes: Rhonda Simmons, Glenn Eagleson, Maggie Donahue, and Liz Jackson-Simpson, Ann Cochrane, and Belinda Jeffries.
Nays: None
Abstentions: None
Motion Passed
The meeting was adjourned at 6pm.

All written materials distributed at the meeting are posted on the Private Industry Council's website www.picsf.org, and are incorporated by reference herein.

WORKFORCE INVESTMENT SAN FRANCISCO

Local Workforce Investment Board for the City and County of San Francisco

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NOTICE OF A PUBLIC MEETING
OF THE
YOUTH COUNCIL OF THE
WORKFORCE INVESTMENT SAN FRANCISCO BOARD

Date: Tuesday, December 5, 2006

Time: 2:30 p.m. – 4:30 p.m.

Location: **Human Services Agency**
170 Otis Street, Born Auditorium
San Francisco, CA 94103

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Issued: Thursday, November 30, 2006

AGENDA FOR
MEETING OF THE
YOUTH COUNCIL OF THE WISF BOARD
TUESDAY, DECEMBER 5, 2006

Public Testimony will be taken throughout the meeting

1. Adoption of the Agenda *(Action Item)*
2. Public Testimony on Agenda Items *(Discussion Item)*
3. Adoption of minutes from the November 15, 2006 *(Action Item)*
4. Update on Youth Certification Process (Discussion Item)
5. Presentation from Transitional Task force
6. Presentation from Youth Commission & Lyric (Discussion Item)
7. Next steps regarding Youth WIA Funding
8. Chair's Report *(Discussion Item)*
9. Public Testimony on Non-Agenda Items *(Discussion Item)*
10. Future Agenda Items *(Discussion Item)- Presentation of Ted Egan's Economic Development plan*
11. Adjournment (*Action Item*)

WORKFORCE INVESTMENT SAN FRANCISCO

Local Workforce Investment Board for the City and County of San Francisco

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MINUTES OF THE
DECEMBER 05, 2006 MEETING OF THE
YOUTH COUNCIL OF THE
WORKFORCE INVESTMENT SAN FRANCISCO (WISF) BOARD

The meeting was held at Born Auditorium, 170 Otis, in San Francisco, California 94103.

PRESENT:
Liz Jackson-Simpson, Glenn Eagleson, Melanie Radford, Belinda Jeffries, Ann Cochrane, Vivian Stern-Turner, Claudia Jasin and Rhonda Simmons

ABSENT:
Dana Fairchild and Margaret (Maggie) Donahue

PUBLIC (AS EVIDENCED BY THE SIGN IN SHEET):
Yuri Dew, Amy Wallace, Marc Majors, Kriztina Palone, Edwin Florentino, Michael Lynch, Roy Li, Benjie Williams, Marlo Simmons, Rachel Antrobus, Jodi Schwartz, Cedric Jackson, Wes Dixon, Lanya Samuelson, Roy Recio, Louis Camacho, Steven Sanford, Paula Almeida and Mary Fernandez.

1.59
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The meeting began at 2:45pm. Quorum was reached at 2:55pm.

Agenda Item #1 Adoption of the Agenda
Motion to adopt the agenda was made by Ms. Claudia Jasin and second by Ms.Vivian Stern-Turner.
Ayes: Liz Jackson-Simpson, Glenn Eagleson, Melanie Radford, Belinda Jeffries, Ann Cochrane and Rhonda Simmons
Nays: None
Abstentions: None
Motion Passed

Agenda Item #2 Public Testimony on Agenda Items

Agenda Item #3-Adoption of the minutes from 11.15.06 Youth Council Meeting
Motion to adopt the minutes was made by Mr. Glenn Eagleson and second by Ms. Melanie Radford.
Ayes: Liz Jackson-Simpson, Ann Cochrane, Vivian Stern-Turner, Belinda Jeffries, and Rhonda Simmons
Nays: None
Abstentions: Ms. Claudia Jasin
Motion Passed

Agenda Item #4- Update on Youth Certification Process (Discussion Item)

Mr. Wes Dixon [PIC] started his report by stating that some of the information that was requested by the Council will be distributed at the next Council meeting. Mr. Dixon [PIC] referred his report about the certification process to two of the One-Stop Center Director and Manager, Roy Li and Cedric Jackson [HSA]. Again, there was a long discussion about the process of certification, even after this initial meeting between the One-Stop certification staff and the PIC certification staff.

Ms. Jackson-Simpson expressed some concern with the process and the amount of time that an agency has to put into collecting documentation and verifying information, when it seems that this process should be flowing more easily, since so many parties are involved in this certification process.

Ms. Stern- Turner also expressed her concern with the redundancy of this certification process.

Ms. Rhonda Simmons stated that the process still needs work. She asked the Council to consider whom is this money best suited for, and to continue this conversation at a later time. Ms. Simmons had hoped that Mr. Dixon would be presenting a plan on how we are going to catch up from the current status of 62 enrolled youth to 357 youth by June. Ms. Cochrane replied that Mr. Dixon would have that information at the next Council meeting.

Ms. Lanya Samuelson [ILSF] stated that the Council should get copies of all the forms that the sub-contractors are required to fill out to complete the certification process, so that they can have a better understanding of all the work that goes into certifying a youth. Ms. Samuelson [ILSF] also mentioned that the Council should consider having trainings for the sub-contractors.

Ms. Jodi Schwartz [LYRIC] mentioned that issues come up with special circumstances when trying to certify their youth participants, and that having everything in order can be an extensive process. She also highlighted that the standards seem to be different for different certifiers.

Agenda Item #5-Presentation from the Mayor's Transitional Youth Task Force (Discussion Item)

Ms. Cochrane introduced Ms. Marlo Simmons [Department of Children, Youth and their Families, DCYF] who came to present on the Transitional Youth Task Force. Ms. Marlo Simmons distributed a one-page overview of the Task Force, along with a two-page roster of all that are involved with the Task Force. Ms. Marlo Simmons highlighted the specific areas in her presentation:

- Mayor Newsom, in partnership with the San Francisco Youth Commission, established a Transitional Youth Task Force (TYTF) in March 2006. The 36 members of the Task Force represent a broad spectrum of systems, providers and CBOs [Community Based Organizations], including 12 young people, ages 16-24 years old.

- The Mayor charged the Task Force with developing recommendations for the City to better serve the City's most vulnerable transitional age youth, defined as young people ages 16 to 24 who are:

  -Transitioning out of a public system (juvenile justice, foster care, special education) and/or
  -Have dropped out of high school and/or
  -Are homeless and/or
  -Disabled or have special needs and/or
  -Are pregnant or parenting

- The Task Force has up to two years to accomplish the following functions:

  -Gathering data to identify the needs and status of transitional aged youth

-Evaluating available resources, existing programs, previous work of related coalitions, key research and reports, etc.
-Recommending select system-wide policy and budget changes to address structural issues and gaps in service.

- In addition to producing a Resource Guide for Transitional Youth, the group anticipates concluding work on a Final Report and set of recommendations by late Spring 2007.

Ms. Cochrane asked Mr. Eagleson to update the Council on the Career-Prep work group of the Task Force. Mr. Eagleson pointed out a few of the issues that the work-group has been working on. They are:

-Disconnected Systems
-Lack of coordination and awareness of services
-Data and quality, challenges around how information is shared
-Lack of common standards, goals and measures
-Difficulty in funding youth, particularly 18-21 year olds.

Ms. Cochrane asked Ms. Rhonda Simmons to give some direction to the Council on how the Council and the Task Force can coordinate, sharing information, particularly around the Task Force's recommendations.

Ms. Simmons stated that this coordination would need to be thought through, because the overall workforce plan needs to set the tone for much of what was being discussed in this presentation.

Mr. Eagleson also added that 1/3 of the Task Force are young people. Ms. Marlo Simmons [DCYF] stated that if any other youth organizations or agencies have past reports or have information from other youth-focus groups, to please pass on the information to her, electronically at marlo@dcyf.org

Ms. Rhonda Simmons asked Ms. Marlo Simmons [PIC], if there were an additional 2 years to do the implementation of the recommendations by the Task Force. Ms. Marlo Simmons stated that the Task Force is currently in its first 8 months of the 2 years. The plan is to have the recommendations to Mayor Newsom before the 1st year is over, and the 2nd year will be about the implementation.

Agenda Item #6- Presentation from Youth Commission and Lyric (Discussion Item)

Ms. Jodi Schwartz [LYRIC], Executive Director, distributed a one-page overview of youth/young-adult participation on the LYRIC Board of Directors. The organization has been around for 20 years, and half of its Board is youth under 24 years old.
Ms. Schwartz highlighted:

- Meetings are held on weekday evenings to accommodate youth attendance
- Stipends are provided
- Dinner is provided
- Meetings are held in LYRIC drop-in space
- Meetings start and end on scheduled time
- Board composition and diversity is prioritized, discussed openly
- Every new board member is matched with a "buddy" for the first year
- Orientation is held for all new members
- A manual is provided for all new members
- An annual retreat is held
- Trainings

- LYRIC hired *Youth In Focus* to help build board's capacity around youth/young-adult partnerships.

Ms. Schwartz concluded her presentation by stating that if the Council really wants the youth voice, then the youth have to be put in decision-making positions.

Ms. Cochrane asked the Council if there was a way to give stipends to the youth. She then stated that Mr. Dixon and the City Attorney's Office would need to look into that.

Ms. Rachel Antrobus [Youth Commission], Director, highlighted the following points around having youth involved with the Youth Council Committee:

- The Council would need to provide a boarder experience for the youth, through an internship (i.e., in the Mayor's Office of Economic and Workforce Development, in government in general, etc.)
- There would need to be a high-level commitment to the youth and their experience on the Council, including training and mentorship
- Council members may want to look at Santa Ana's Workforce Investment Board's Youth Council, as a model (they created a structure where everyone could discuss issues and concerns, through and intermediary network)
- YCI: Youth Council Institute, reference tool, on-line and free

Agenda Item #7- Next steps regarding Youth WIA Funding (Discussion Item)

Ms. Cochrane framed this portion of the meeting by stating that the Council needs to think about the following areas in terms of the RFP [Request For Proposal] Process and the WIA funding. Ms. Cochrane outlined:

- Contracts are expiring in June '07
- New Workforce Director who is just beginning to craft an overall workforce strategy
- The CBOs need to know if they will be funded or not
- Will the Council do a simple renewal, or a 1-year or 3-year RFP Process

Ms. Simmons proposed that the Council consider coming up with a process that does not lock the Council into a 3-year RFP process. The Council will need the flexibility to build into the strategic plan that Ms. Simmons' office is working on. Again, she asked the Council, whom is the WIA funding best suited for? Which population? Ms. Simmons then stated that she will be embarking on a complete One Stop assessment, and there will be a set of recommendations from this assessment. Ms. Simmons mentioned that this assessment will be starting approximately December 18th, and may be completed within the next 90 days.

Ms. Jackson-Simpson stated she would like the Council to take its time. What is the Council's role in the overall strategic plan that Ms. Simmons presented? Is it possible to ease the certification process? Ms. Jackson-Simpson recommended extending the contracts for one more year.

Ms. Radford supported the idea of extending the current contracts for 12 months, but also expanding the scope to the 18-21 year olds, and cutting down the number of providers to the top six or eight performers for the specific age groups.

Mr. Eagleson also supports the idea of refocusing the services on 18-21 years old, but originally was going to propose that the Council consider doing a 6-month continuation of services for current contractors.

Ms. Stern-Turner concurred with the recommendation of the one-year extension for the top performers. She was concerned with who will be evaluating all this information and reporting out the information.

Ms. Jasin thought that the Council should go with a 6-month process. Ms. Jasin stated that it's the Council's responsibility to disclose an action-plan that the Council will be engaged in for the next 6-months, and the reasons behind this plan. She mentioned that the process needs to be documented, made public and anywhere possible, the Council should have the service providers involved.

Ms. Jackson-Simpson asked if there the 1-year extension does happen, do the CBOs [Community Based Organizations] adhere to the current measurements and requirements, or the new ones that are coming?

Ms. Cochrane asked Mr. Dixon [PIC] to look into that. Ms. Cochrane also went into the point that the Council need to have a better understanding of the performance measurements and requirements, of which the CBOs will need to be trained on. Ms. Cochrane then stated that:

- The Council needs to come up with an actions plan,
- Ms. Cochrane and Ms. Simmons need to come up with the parameters
- Put together a document for a 12-month extension
- Definition of top performers
- Determine if this RFP will be serving under 18-year olds

Ms. Jodi Schwartz [LYRIC], supports the idea of the 1-year extension, but had concerns with the point of cutting down the providers number to just 6 or 8 top performers. There needs to be exceptions for organizations like Lyric, that specialize in a specific population that need to exist. Many of the youth that get services at Lyric won't get services from any other place.

Ms. Schwartz [LYRIC], mentioned that a few months ago, along with other organizations, their funding was cut and were told that at some point when there was either an increase in allocations from the federal government or once PIC did it's reconciliation of unspent dollars, those organizations could be reviewed again for consideration of recovering those cut dollars. Ms. Schwartz [Lyric], asked the Council to respond to how that process may go.

Ms. Paula Almeida [Sheriff's Department] echoed the recommendation for the 1-year extension. Ms. Almeida stated that it is time consuming to put together an RFP, and that 6-months is not enough time, nor would it be worth it.

Agenda Item #8-Chair's Report (Discussion Item)

None

Agenda Item #9-Public Testimony on Non-Agenda Items (Discussion Item)

None

Agenda Item #10-Future Agenda Items

Mr. Eagleson mentioned to the Council that he attended a forum, convened by New Ways to Work, on Employment Needs for Youth in Foster Care. Mr. Eagleson proposed doing a presentation to the Council on the Workforce Development system side and Mr. Eagleson will also ask Ms. Donahue to present on the Child-welfare systems side.

Agenda Item #11 Adjournment (Action Item)
Before the meeting was adjourned, there was a special recognition for Council member Ms. Melanie Radford, whom will no longer be a part of the Council and leaving to work in Arizona.

Motion to adjourn meeting was made by Liz Jackson-Simpson and second by Glenn Eagelson.
Ayes: Ann Cochrane, Vivian Stern-Turner, Claudia Jasin, Melanie Radford and Belinda Jeffries.
Nays: None
Abstentions: None
Motion Passed
The meeting was adjourned at 4:25pm.

All written materials distributed at the meeting are posted on the Private Industry Council's website www.picsf.org, and are incorporated by reference herein.

WORKFORCE INVESTMENT SAN FRANCISCO

Local Workforce Investment Board for the City and County of San Francisco

NOTICE OF A PUBLIC MEETING
OF THE
YOUTH COUNCIL OF THE
WORKFORCE INVESTMENT SAN FRANCISCO BOARD

Date:	Tuesday, December 19, 2006
Time:	4:30 p.m. – 6:30 p.m.
Location:	**City Hall, Room 201** **1 Dr. Carlton B. Goodlett Pl.** **San Francisco, CA 94102**

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Issued: Thursday, December 14, 2006

AGENDA FOR
MEETING OF THE
YOUTH COUNCIL OF THE WISF BOARD
TUESDAY, DECEMBER 19, 2006

Public Testimony will be taken throughout the meeting

1. Adoption of the Agenda *(Action Item)*
2. Public Testimony on Agenda Items *(Discussion Item)*
3. Adoption of minutes from the December 05, 2006 *(Action Item)*
4. Update from PIC on Youth WIA contracts *(Discussion)*
5. Youth Council Proposed WIA Allocation Plan *(Discussion)*
6. Youth Council Proposed Action Plan *(Discussion)*
7. Update from Youth One Stop Forum *(Discussion Item)*
8. Director's Report *(Discussion Item)*
9. Chair's Report *(Discussion Item)*
10. Public Testimony on Non-Agenda Items *(Discussion Item)*
11. Future Agenda Items *(Discussion Item)*
12. Adjournment (*Action Item*)

WORKFORCE INVESTMENT SAN FRANCISCO

Local Workforce Investment Board for the City and County of San Francisco

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MINUTES OF THE
DECEMBER 19, 2006 MEETING OF THE
YOUTH COUNCIL OF THE
WORKFORCE INVESTMENT SAN FRANCISCO (WISF) BOARD

The meeting was held at City Hall, room 201 in San Francisco, California 94102.

PRESENT:
Liz Jackson-Simpson, Glenn Eagleson, Ann Cochrane, Vivian Stern-Turner, Dana Fairchild and Rhonda Simmons

ABSENT:
Belinda Jeffries, Claudia Jasin and Margaret (Maggie) Donahue

4.59
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PUBLIC (AS EVIDENCED BY THE SIGN IN SHEET):
Steven Sanford, Edwin Florentino, Terrance Silas, Lanya Samuelson, Alice Lin, Joanne Liao, Michael Lynch, Anna Lopez, Euie Valle, Brenda Brown, Alfredo Fajardo, Wes Dixon, Allen Chiu, Laurie Ackerman, Yuri Dew, Dave Trovato, Dean Oshida, Kathyrn Horan, Willis Johnson, Cedrick Jackson, Eric Minikel, Allegra Harrison, Amy Wallace, Marc Majors, Kriztina Palone and David Tam

The meeting began at 4:40pm. Quorum was reached at 4:50pm.

Agenda Item #1 Adoption of the Agenda
Motion to adopt the agenda was made by Liz Jackson-Simpson, and second by Glenn Eagleson.
Ayes: Vivian Stern-Turner, Dana Fairchild, Ann Cochrane and Rhonda Simmons
Nays: None
Abstentions: None
Motion Passed

Agenda Item #2 Public Testimony on Agenda Items
None

Agenda Item #3-Adoption of the minutes from 11.15.06 Youth Council Meeting
Motion to adopt the minutes was made by Glenn Eagleson and second by Vivian Stern-Turner.
Ayes: Liz Jackson-Simpson, Ann Cochrane, Dana Fairchild, and Rhonda Simmons
Nays: None
Abstentions: None
Motion Passed

Agenda Item #4- Update from PIC on Youth WIA contracts (Discussion Item)

Ms. Cochrane stated to the Council that the PIC [Private Industry Council] and HAS [Human Services Agency] would now present on the WIA contracts.

Brenda Brown, [PIC]: There was a meeting with the One Stop [OS] and PIC staff to discuss the certification process. There was a discussion about a certification referral slip and the status of youth contracts. The youth contract performance goals are negotiated on a monthly basis against the contractors planned goals. Ms. Brown referred to the power-point presentation that was created for their update. (PLEASE REFER TO ATTACHMENTS)

Ms. Simmons asked if the planned performance goals were planned on a monthly basis? Brenda Brown, [PIC] replied that each month it changes.

Mr. Eagleson then asked if agencies were assigned to one stop centers? Ms. Simmons stated, based on what? Brenda Brown, [PIC] replied that yes, we try to make it based on geography. They will go to the closer One-Stop Center. In July there was certification training with the CBO's [Community Based Organizations]. In December and January there will be a refresher course with the training providers on certification. The PIC and the One Stop managers will hold quarterly meetings with the community-based organizations.

Mr. Eagleson expressed his concern with some of the sub-contractors being significantly below their planned performance goals. Is there some specific energy going towards getting these up?

Ms. Cochrane replied that the Council should not get into individual situations, and that the Council will be looking at the allocations going forward, focusing on broader categories and defining a method to move forward.

Dean Oshida, [Executive Director of Indo-Chinese] stated that their enrollments are cyclical and there are slower parts of the year. They have internships where they match youth with and employers based on their skills. The enrollments jump as get closer to the summers.

Ms. Simmons asked Brenda Brown, [PIC] if the numbers looked the same as last year?

Brenda Brown, [PIC] stated that last year they were very low, lower than this year.

Ms. Simmons replied: so we didn't lower the funding. Did we meet the state WIA contract performance standards?

Brenda: No

There was no public testimony

Agenda Item #5-Youth Council Proposed WIA Allocation Plan (Discussion Item)

Ms. Cochrane introduced this section by saying that at the last meeting there was a discussion about contracts expiring on July 1st and the Council needing to determine an allocation plan on either an annual or 3-year basis, depending on how the Council wants to release the RFP [Request For Proposal]. Ideas and comments were made by the public and the Council about the RFP [Request For Proposal] Process, and are reflective in the minutes. Ms. Cochrane further stated that the Council would not seek to take action at tonight's meeting, and that this was just a discussion item. The Council would like Rhonda to state her vision at the end of the discussion and have MOEWD to comeback at the next meeting to outline the vision.

Ms. Simmons stated that moving forward at a policy level is the next step. It is important that the following issues get raised: looking at performance, how it has been going overall because clearly there are some challenges with this area. From a policy perspective we must look at leveraging money through DCYF to CBO's [Community Based Organizations] who have been involved and to listen to some of their concerns. The youth council must make the policy decision. We must look at how DCYF is doing and what processes they are going through. It is vital that we look at how to address youth issues, how to leverage what we have in the system. The process has to be fair, transparent and open, but there will be a need for change. We need to look at the way we use the money. Especially, since we are not meeting state standards.

Ms. Cochran replied that she agrees with the basic principles of continuing contracting with existing providers. Whether or not to remain with the same age range, or make it 18 and above; consider maybe renewing contracts based on a certain level of performance.

Mr. Eagleson wanted to know about the rollover and additional funds that became available, how does the Council see that fitting into the process?

Ms. Cochrane replied that the Council needs to see that there are two items with in this agenda item, and that is something that the Council agreed publicly to review later. Ms. Cochrane suggested that the Council deal with the plan first and then the rollover funds.

Ms. Simmons mentioned that age is difficult to do in conjunction with continuing the contracts. That one may not fit right now. However, it is a discussion in moving forward.

Ms. Cochrane- what about the length of the contract?

Ms. Simmons replied that six months seems too short. A year makes sense.

Ms. Jackson-Simpson: I agree. I would like to look into reducing the age range in the future. I concur with a year because of the cyclical issues raised by Indo-Chinese. The process needs to look at data over three years, to see a comprehensive review and assessment of agencies. Need to see more than enrollment data moving forward.

Ms. Cochrane stated that her recollection was that the Council asked for a self and program assessment? It would be good to have a framework to get that qualitative data

Ms. Simmons stated that something similar to the '05-'06 tools to see how it relates to state requirements

Alfredo Farjado [PIC]: No outcomes- but skills attainment, but they're not all the same.

Mr. Eagleson mentioned that he agreed, but had a question for Rhonda regarding the planning timeline and was there something that made more sense to her?

Ms. Simmons replied that the process for success would be to make it shorter, but for process-sake, clarity and less chaos, it makes sense to do the year. She does have a concern with missing the opportunity to coordinate with DCYF.

Ms. Cochrane stated that the Transitional Youth Task Force has been working hard to identify other pots of money for this cohort and the DCYF's RFP [Request For Proposal] may be able to be married with the work that the Task Force is doing.

Ms. Jackson-Simpson stated we should do more and think creatively to support policies moving forward.

Ms. Stern-Turner asked if the Council wanted a refresher course on the WIA exit process to help us decided which contractors are successful.

Ms.Cochrane replied that in terms of what the Council agreed upon for an action plan, the Council is looking at a one-year contract extension, and same ages to be served. The Council has to come up with some of the performance parameters. Such as the qualitative reports, the data that is gathered by the MIS systems and WIA requirements.

Ms. Jackson-Simpson asked how is the work going to be done with PIC's [Private Industry Council] being what it is? Who is going to do the work of the contracts, moving into one more year?

Ms. Simmons stated that it will work out.

Lanya Samuelson [International Institute] came to advocate for additional year funding and keeping the age the same. She introduced two youth who made presentations about their experiences at the International Institute.

Ms. Cochrane thanked MOEWD [Mayor's Office of Economic and Workforce Development] and the PIC staff, asking MOEWD to come up with a plan for discussion and adoption at the next meeting, of how to award the money.

Mr.Eagleson asked if there will be any reduction in state allocation, because they are not sure what the money for '07-'08 looks like. And again, what about the carry over money?

Mr. Dixon [PIC] replied that there is about $550,000 available youth money. $4900, 000 approximately, is available to youth programs and $61,000 goes to MOEWD.

Rhonda Simmons asked if there was $490,000 in carry over?

Ms. Cochrane stated that yes, there $490, 000 in carry over money.

Mr. Eagleson asked what was the timetable for a discussion about this money? Ms. Cochrane stated that there is a policy direction from the Executive Committee.

Ms. Simmons mentioned that the Council needs to know the whole picture.

Wes Dixon [PIC] said that he does not know the precise numbers.
Ms. Cochrane asked is it the same for other funding pots?

Wes Dixon: Yes
Rhonda Simmons: Want to have a thoughtful discussion with a with a framework that her office designs on what we do with this money. Ms. Simmons said she does not want to do the same thing with this money. She does not want to reallocate the money the same way. This is an opportunity to develop a plan in an organized structure and move in a new direction.

Ms. Jackson-Simpson agreed. Ms. Stern-Turner stated that she wanted to clarify. The contracts will be extended 12 months with the same contractors.

Ms. Simmons expressed that the $490,000 will be used to do something different that would be managed by the Workforce Development team.

Ms. Stern-Turner replied that conceivably they could do like a pilot program. Ms. Simmons said yes, something like a youth one-stop or older youth aging out of the system, program.

Yuri Dew [Jobs for Youth] made a presentation about a youth one-stop concept. She distributed a handout that outlined public testimony from the San Francisco Youth Employment Coalition.

Ms.Cochrane stated that at this point the process has been stopped. Of the $490,000 does any of it have to be used as the youth one-stop?

Wes Dixon: No.

Agenda Item #6- Youth Council Proposed Action Plan (Discussion Item)

Ms. Cochrane began this section by stating that a document has been created of a draft action plan, by Ms. Simmon's office. Because it is not an action item this time, there can only be a discussion about the plan. The Council went through the drafted-action plan thoroughly.

Ms. Jackson-Simpson asked will the Council be a full partner, more than an advisory body?

Ms. Cochrane stated that she would say it slightly differently. The Council members may need to consider sitting on the WIB, to have their voice at the WIB table, where the policy will be set.

Ms. Simmons said that she doesn't see the Council as an unequal. We haven't really thought through the structure yet. We need to think that through a little bit more. The real discussion lays in how the youth piece will fit into the sectors.

Ms. Cochrane acknowledged Amy Wallace for her hard work on the action plan.

There was no public comment on the action plan.

Agenda Item #7- Update from Youth One Stop Forum (Discussion Item)

Ms. Cochrane referred to Mr. Edwin Florentino, [HSA], regarding the Youth One-Stop Forum. Mr. Florentino distributed a one-page summarization of the notes that came out of the forum. The main areas that came out of the forum were:

- Improve quality of dedicated physical space and technology access
- Expand swipe card system
- Create a youth orientation to the One-Stop System
- Energize the youth advisory council for the One Stops
- Create a One Stop orientation for CBO workers
- Continue to streamline services at the three One-Stops
- Refine coordination of job development and referral activity
- Regular communication and reporting between Youth Council, CBO's and One Stops.

There was no public comment on this section.

Agenda Item #8-Director's Report (Discussion Item)
None

Agenda Item #9-Chair's Report (Discussion Item)
None

Agenda Item #10-Public Testimony on Non-Agenda Items (Discussion Item)
Mr. Wes Dixon [PIC] asked the Council and the public to disregard the memo on PIC letterhead, because it is inaccurate. Mr. Dixon also announced that the Board of Directors of the PIC, on December 15th, passed a three-page resolution that will put the PIC out of business as of June 30, 2007. All the contracts will be transitioned into another entity.

Ms. Cochrane acknowledged the great work of the PIC staff.

Agenda Item #11- Future Agenda Items (Discussion Item)
Mr. Eagleson requested that for a future agenda item, that CCSF [Community College San Francisco] present to the Council, on what they are providing in terms of Workforce Development

Agenda Item #12-Adjournment (Action Item)
Motion to adjourn meeting was made by Ms. Stern-Turner and second by Ms. Jackson-Simpson.
Ayes: Ann Cochrane, Dana Fairchild, and Glenn Eagleson
Nays: None
Abstentions: None
Motion Passed
The meeting was adjourned at 6:35pm.

All written materials distributed at the meeting are posted on the Private Industry Council's website www.picsf.org, and are incorporated by reference herein.

SAN FRANCISCO YOUTH COUNCIL ACTION PLAN

December '06 – December '07

In the period from December 2006 through December 2007, the San Francisco Youth Council (YC) will undertake five major areas of work. This document outlines each of those priority areas, as well as the tasks and timeline associated with each. This list is not exhaustive, and it is anticipated that additional tasks and areas of work will arise over the course of the year, and will be incorporated into the work of the Youth Council.

These five areas of work include:

- Developing YC membership, leadership, and structure
- Increasing staffing for the YC and youth workforce policy activities
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- Allocating 2006-2007 WIA 1B formula Youth funding and 2005-2006 WIA 1B formula Youth funding carryover
- Allocating '07-'08 WIA 1B formula Youth funding

Development of YC membership, leadership, and structure Goal: To create a fully WIA compliant Youth Council that will: ▪ Develop workforce policies that support effective training, education, and job development for San Francisco's youth residents; ▪ Coordinate with the variety of City departments, agencies, and commissions charges with improving youth services and outcomes in San Francisco; ▪ Oversee the allocation of WIA youth funds; and ▪ Serve as the "youth voice" on the City's workforce board (WISF).	December 2006 – June 2007
Develop Youth Council membership criteria and process for member identification and selection, including process for community stakeholder recommendations	January 2007
Develop list of potential new members, submit recommendations to Director of Workforce Development	April – May 2007
Engage Youth Commission to help identify and support effective youth involvement on YC	February 2007
WISF appoints new Youth Council	June 2007
1st meeting of new YC (July 12); Adopt new YC officers	July 2007
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capacity to develop and coordinate San Francisco's youth workforce policies.	
MOEWD hires Youth Policy Manager	January 2007
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Create a strategic plan for youth workforce development in San Francisco Goal: To develop a comprehensive strategy for engaging young San Francisco residents in workforce activities that is integrated into the city-wide Workforce Development Strategic Plan.	February – September 2007
Provide guidance to Youth Policy Manager and MOEWD Director of Workforce Development on process, timeline, and content of strategic plan	February – July 2007
Engage stakeholders in strategic plan development, including COO, Transitional Youth Task Force, Youth Commission, and others in development of strategic plan	February – May 2007
Engage SFUSD leadership in strategic discussion of youth workforce development, role of education in youth employment and training, etc	February – August 2007
Approve strategic plan for youth workforce development	August 2007
Develop and approve an action plan for strategic plan implementation	August – September 2007
Allocate remaining '06-'07 WIA 1B formula Youth funding and '05-'06 WIA 1B formula Youth funding carryover Goal: To support the effective and efficient delivery of youth workforce development services funded by WIA	December 2006 – March 2007
Determine WIA carryover and formula amounts, and administrative and other obligations	December 2006
Review current WIA youth contracts, current funding, and performance to date	December – February 2007
Develop process, criteria, and priorities for allocation of funds (contingent on funding availability)	February 2007
Allocate '06-'07 WIA 1B formula Youth funding and '05-'06 WIA 1B formula Youth funds (contingent on funding availability)	March 2007
Allocate '07-'08 WIA 1B formula Youth funding Goal: To support the effective and efficient delivery of youth workforce development services funded by WIA	January – July 2007
Determine '07-'08 WIA funding allocation with State EDD	February 2007
Review WIA Youth performance measures and requirements	March 2007

Develop contract renewal criteria and performance expectations	March 2007
Develop process and timeline for contractor performance assessment and contract renewal	March – April 2007
Request and receive contractor '07-'08 proposed project descriptions, workplans, and budgets	April – June 2007
Allocate '07-'08 WIA 1B resources for youth workforce services	July 2007

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2nd Thursday of each month

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WORKFORCE INVESTMENT SAN FRANCISCO

Local Workforce Investment Board for the City and County of San Francisco

NOTICE OF A PUBLIC MEETING
OF THE
YOUTH COUNCIL OF THE
WORKFORCE INVESTMENT SAN FRANCISCO BOARD

Date:	Thursday, January 11, 2007
Time:	4:00 p.m. – 6:00 p.m.
Location:	**Human Services Agency** **170 Otis, Born Auditorium** **San Francisco, CA. 94103**

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KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE
(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force.

To obtain a free copy of the City's Sunshine Ordinance or to report a suspected violation, contact:

Adele Destro, Interim Administrator
Sunshine Ordinance Task Force
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4683
Telephone: 415-554-7724 Fax: 415-554-5163
E-mail: sotf@sfgov.org
The Sunshine Ordinance is available online at: http://www.sfgov.org/site/sunshine_index.asp?id=4673

OTHER ACCOMMODATIONS

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.

♿ If you require special accommodation due to a disability, please call Kriztina Palone at 415-554-6192 or TDD 800-735-2929 (CRS) at least 72 hours in advance.

Issued: Friday, January 5, 2007

AGENDA FOR
MEETING OF THE
YOUTH COUNCIL OF THE WISF BOARD
THURSDAY, JANUARY 11, 2007

Public Testimony will be taken throughout the meeting

1. Adoption of the Agenda *(Action Item)*
2. Public Testimony on Agenda Items *(Discussion Item)*
3. Adoption of minutes from the December 19, 2006 *(Action Item)*
4. Presentation on Youth WIA Performance for the last 3-years *(Discussion Item)*
5. Report on Youth WIA Budget and Process for Procurement *(Discussion Item)*
6. Report on Commitment of WIA Funds to Reduced Funded Agencies *(Action Item)*
7. Next Steps for Procurement on Youth WIA Funds *(Discussion Item)*
8. Youth Council Work-Plan *(Action Item)*
9. Proposal of Additional Meeting in January *(Action Item)*
10. Director's Report *(Discussion Item)*
11. Chair's Report *(Discussion Item)*
12. Public Testimony on Non-Agenda Items *(Discussion Item)*
13. Future Agenda Items *(Discussion Item)*
14. Adjournment (*Action Item*)

WORKFORCE INVESTMENT SAN FRANCISCO

Local Workforce Investment Board for the City and County of San Francisco

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OF THE
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Date: Thursday, January 11, 2007
Time: 4:00 p.m. – 6:00 p.m.
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Issued: Monday, January 8, 2007

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YOUTH COUNCIL OF THE WISF BOARD
THURSDAY, JANUARY 11, 2007

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9. Proposal of Additional Meeting in January *(Action Item)*
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11. Chair's Report *(Discussion Item)*
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*Materials attached **
*Materials to follow ***

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Local Workforce Investment Board for the City and County of San Francisco

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MINUTES OF THE
JANUARY 11, 2007 MEETING OF THE
YOUTH COUNCIL OF THE
WORKFORCE INVESTMENT SAN FRANCISCO (WISF) BOARD

The meeting was held at the Human Services Agency, Born Auditorium – 170 Otis, San Francisco.

PRESENT:
Dana Fairchild, Claudia Jasin, Glenn Eagleson, Ann Cochrane, Margaret (Maggie) Donahue, Vivian Stern-Turner, Liz Jackson-Simpson

ABSENT:
Belinda Jeffries

PUBLIC (AS EVIDENCED BY THE SIGN IN SHEET):

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E. Valle, Alfredo Fajardo, Michael Lynch, Mark Cole, Kameisha James, Imani Haygood, Laurie Ackerman, Dean Oshido, Yuri Dew, Ricardo Alvarez, Anna Lopez, Jose Luis, Jenny Tran, Rama Kasad, Akiba Davis, Lanya Samuelson, Lorena Deras, Amy Wallace, Marc Majors and Kriztina Palone

Meeting began at 4:09pm.

Agenda Item #1 Adoption of the Agenda
Motion to adopt the agenda was made by Liz Jackson-Simpson, and second by Glenn Eagleson.
Ayes: Vivian Stern-Turner, Dana Fairchild, Claudia Jasin, Margaret Donahue and Ann Cochrane
Nays: None
Abstentions: None
Motion Passed

Agenda Item #2 Public Testimony on Agenda Items
None

Agenda Item #3-Adoption of the minutes from 12.19.06 Youth Council Meeting
Motion to adopt the minutes was made by Glenn Eagleson and second by Vivian Stern-Turner.
Ayes: Liz Jackson-Simpson, Ann Cochrane, Margaret Donahue, and Dana Fairchild
Nays: None
Abstentions: Claudia Jasin
Motion Passed

Agenda Item #4- Presentation on Youth WIA Performance for last 3-years (Discussion Item)

Ms. Cochrane framed the discussion by reminding the Council members that they agreed to a one-year extension of contracts for current providers in good standing. Ms. Cochrane stated that the Council would be hearing from PIC staff with information that determined who is in good standing or not, and would be an action item at the next meeting, February 8th.

Mr. Dixon [PIC] began the presentation by passing out a packet of information reporting on the contractors' performance for designated contract years. Mr. Dixon described how the PIC came to the designated requirements (State/Federal) for the contractors. PLEASE REVIEW ATTACHMENT

Ms. Cochrane opened the floor up for discussion about Mr. Dixon's presentation. Before doing so, she stated to the Council that part of what the Council needed to discuss was how the Council was going to look at the last two years of data and what the time frame does the Council want to give the CBOs (Community Based Organizations) to complete the data, so that the data the Council has for this last contract year, is complete?

Mr. Eagleson asked Mr. Dixon that in terms of the performance data, was the information complete for the '04-'05 contract year and the '05-'06 contract year?

Mr. Alfredo Fajardo [PIC] replied that the '04-'05 contract year was complete. '05-'06 was almost done.

Ms. Cochrane asked Mr. Farjardo [PIC] if the contractors have till December to get PIC their '05-'06 data?

Mr. Farjardo [PIC] stated that PIC was waiting on directions from the Council to determine what the deadline will be.

Ms. Stern-Turner asked the PIC staff, when they say there are youth still enrolled in the programs, are they referring to the follow-up?

Mr. Fajardo [PIC] replied that some of the sub-contractors were allowed (by approval of the Youth Council) to enroll participants in the latter part of the year, February/March, which only gave the participants 3-4 months in the program. The sub-contracts extended the services towards those participants beyond June.

Ms. Stern-Turner in summary replied that those young people who started in March would get 12-months of service, but would go beyond the contract deadline.

Ms. Simmons pointed out that if a sub-contractor does not certify early in the year and they continue to roll the certification forward, the sub-contractor could roll the service beyond that year. But asked PIC staff, what about sub-contractors that certifies on June 30, 2007? The participant would roll over into a whole year if a year were given for certification.

Mr. Fajardo [PIC] replied that it could be held that long.

Ms. Brenda Brown [PIC] reminded the Council that with the Workforce Investment Act [WIA], there is no end dates as long as the sub-contractor is working with a youth, going beyond a year. She stated that it has been a local decision to cut them off at the end of one-year. However, in a 3-year grant period, as long as that youth is being rolled in, they can continue in that program. Some of the contractors have programs that start in the summer months and that is where the conflict occurs. At that point, then the contractor does have to carry the youth on.

Ms. Simmons then asked Ms. Brown [PIC] how are cases closed?

Ms. Brown [PIC] responded that primarily by making a year program, but when late certifications happen that is when rollover occurs.

Ms. Cochrane asked Ms. Brown what purview does the Council have; does the Council have any latitude to make changes to that? Ms. Brown replied yes.

Ms. Simmons commented that the funding the Council gives is for the program year and not funding for retention, or follow-up services for that 18-months. Ms. Simmons noted that we cannot really hold the sub-contractors accountable for something that we are not funding them for, can we?

Ms. Brown [PIC] replied that the contract states that the sub-contractor is responsible. Ms. Simmons retorted, regardless of the funding? Ms. Brown [PIC] replied yes. PIC has always known and the subs have always known that they don' t have enough funding to do that, especially if the sub is not funded. If the sub is not funded, someone has to do that follow-up because regardless there is an 18-month follow-up that has to get done.

Ms. Simmons then went on to ask, that those contracts that were just continued for that year, should have had some follow-up occur, that wasn't paid for? Ms. Brown responded, yes.

Ms. Cochrane summarized that it was an unfair mandate and asked Ms. Brown [PIC] was it possible to then, if the Council wanted to, tie the funding to the WIA requirements. Does the Council have the purview to do that?

Ms. Simmons stated that in going forward because the Council has to cost it out, retention cost money and is usually the least funded activity.

Ms. Brown [PIC] pointed out that there are some areas that will fund retention or a follow-up group. Ms. Brown gave the examples in their Welfare to Work, Redevelopment and their dislocated workers, programs; there is a staff person that does the follow-up. Ms. Simmons asked Ms. Brown [PIC], on PIC staff? Ms. Brown said yes.

Ms. Liz Jackson-Simpson noted that this was an area that the One-Stops could be helpful. Ms. Jackson-Simpson asked about the zeros listed in Mr. Dixon's [PIC] presentation, wanting to know if all the contractors were expected to meet the WIA requirements or was it based on the service provisions?

Mr. Dixon responded that there has to be planning past the goals. When the Council is taking in proposals at the point of an RFP [Request For Proposal] there are several goals that people can enter as the ones they would pursue with their youth. The Council has to make sure that the sum total of what all the contractors do in aggregate passes the State goals. In terms of the zeros, no. Solicit contractors that will do any or all of the goals, and then roll them all up in the recommendations to see if the standards will pass.

Ms. Stern- Turner stated that the genesis of the chart that Mr. Dixon [PIC] distributed, was to help the Council look at the performance of each contractor. However, felt that the data that was being presented in the chart was a measurement of how San Francisco compared to their State expectations. This was not what the Council asked for and was concerned that the chart did not reflect the performance of the particular agencies.

Mr. Fajardo [PIC] responded by saying that the purpose of the Council's meeting today was to establish the criteria, to establish a basis to evaluate the contractors and determine how the contractors would be awarded. Mr. Fajardo [PIC] also noted that if a participant is exited from the program because they return to school, and they achieve all their other skills, they are not counted in the measure.

Ms. Cochrane referred the Council to review the self-evaluation process that the Council asked the PIC staff to develop, 2 ½ years ago, to address this issue. The MIS system and the data it generates did not give the whole story and is why the Council added the evaluation system. In going forward, Ms. Cochrane recommended using the evaluation information instead.

Mr. Fajardo stated that looking at that particular data worked well for a contractor that has both in-school and out-of-school programs. It does not work well for contractors that only have out-of-school programming.

Ms. Simmons asked the Council what should be done and recommended that the Council determine one or two areas that determine the criteria for this one1-year extension. Ms. Simmons went on to also state that there are two areas that need to be addressed:

- The 1-year extension
- The add back money for reduced-funded agencies

Ms. Cochrane pointed out that the two points that Ms. Simmons pointed out were separate conversations. Ms. Simmons responded that the Council should consider using the same criteria for both areas in making their decisions. Ms. Cochrane agreed with Ms. Simmons' statement.

Ms. Simmons noted that the Council does need to be mindful of what the State has asked the Council to do. There will be a letter that the Council will be receiving, will the findings of the Youth WIA allocations.

Ms. Cochrane opened the discussion up to the public.

Laurie Ackerman [JVS] asked the PIC staff if placements are reported during the follow-up, is this information reflected in the packet that Mr. Dixon distributed?

Mr. Fajardo [PIC] replied that placement is counted at the exit and the 1st quarter only. If a placement is made in the 2nd quarter, that will not be counted. The State will not count that 2nd quarter placement. Ms. Ackerman [JVS] then stated that at the self-evaluation stage, it would be helpful if that information could be described.

Ms. Cochrane realized and noted to the public that there will not be a chance to do the self-evaluation in extending the contracts because of the lack of staffing at the PIC and the transitioning at MOEWD [Mayor's Office of Economic and Workforce Development].

Ms. Jasin asked if there was any way to ask for more details about the numbers of the 2nd and 3rd quarter placements, so that the Council could get a picture of around the numbers.

Mr. Fajardo noted to Ms. Cochrane that PIC did not mean to have the self-evaluation eliminated, instead requested that the Council not consider the performance analysis portion. At this point, Ms. Simmons stated that it is only the narrative portion that the Council should consider. Mr. Fajardo replied yes.

Ms. Cochrane noted to the Council that it is possible that the subs could do in a narrative form, the five areas for the designated time period. Mr. Fajardo replied yes. Ms. Cochrane stated that it was also possible to include 2nd quarter follow-up data if the contractors had it.

Mr. Ricardo Alvarez [MLVS] recognized the tremendous effort by the PIC staff to develop the self-evaluation process and asked that the Council consider the expertise of the PIC staff for them to come up with a set of criteria that could give the Council a broad list of recommendations. Mr. Alvarez went on to say that the main objective of WIA was to offer the best services to WIA youth and that by trying to narrow down the scope, the Council might be leaving out services that are vital to the group.

Ms. Cochrane appreciated Mr. Alvarez' in-put and stated that the challenge was going to be the staffing concerns that would impact working on this issue.

Ms. Simmons emphasized being mindful of the responsibilities the Council has to the State requirements, and that since there are staffing constraints, the Council needed to consider developing a smaller work group, if possible, to scrutinize the state data and have contractors submit in a narrative form, the five questions. The smaller work group would bring back the data to the Council for recommendations.

Ms. Cochrane mentioned that according to the Sunshine Act, the Council can have a small work group to work with the staff, but can be no more than two Council members. However, challenges could come up around those particular Council members' ability to vote on the recommendations, they may or may not have to abstain.

Ms. Cochrane asked the Council if there were any members willing to take on participating in the smaller work group, and noted that this item could not be acted on at that particular meeting, and possibly discussing at another meeting at the end of January.

Ms. Brenda Brown [PIC] stated that PIC has a set of recommendations that they made for the supplemental money that could be an option for the Council. She also offered the second option of whatever the Council wanted the PIC staff to do, but it was important to get a time frame determined as soon as possible. Ms. Brown suggested considering all of last year up to the current year.

Ms. Simmons asked Ms. Brown [PIC] if PIC had staffing to do that. Ms. Brown introduced two new employees, Kameisha James and Imani Haygood that are capable of working on this issue.

Ms. Jasin requested from PIC staff, getting the recommendations in advance.

Ms. Brown [PIC] replied that, that would work for the PIC staff; they just need a deadline to work towards. Ms. Brown asked the Council for clarification, that the two areas being addressed was the recommendations for the supplemental money and recommendations for the '07/'08 contracts.

Ms. Cochrane responded, correct.

Ms. Laurie Ackerman [JVS] requested from the Council that the contractors have as much advance notice, in details, about the deadline and the criteria for the 1-year extension.

Mr. Eagleson asked the PIC staff, in terms of the supplemental money, were they only going to address the six or so, agencies that the Council reduced their funding?

Ms. Brown [PIC] replied that that decision was up to the Council and PIC would do whatever the Council wanted them to do.

Ms. Cochrane suggested to not have another meeting in January, to give the staff adequate time to come up with some proposals and recommendations that could be released prior to the next meeting for both the Council and the public, as well as giving the Council adequate time to review the information. Ms. Cochrane stated that if the Council gives the subs a deadline of March 31st, 2007 that will give the subs more time to meet their goals, in terms of enrollment and performance outcomes.

Ms. Jasin asked Mr. Fajardo [PIC] if he was suggesting that the subs would be willing to trade off, knowing later about the 1-year extension. She then asked the public if there was anyone who disagreed with that trade-off?

No one from the general public came forward to disagree.

Dean Oshido [IHDC] did not disagree, however mentioned that the cut off date of December did not make sense. He noted that there was not much activity going on with his agency during December due to the holidays and the December date does not give agencies a chance to show what they have been able to accomplish.

Ms. Cochrane stated, for the 1-year extension process, the plan is to give the subs an opportunity to provide data through the 3rd quarter of the contract, March 31st. This will include the one page self-evaluation, which are the five questions. At the next meeting in February, the Council will provide specific guidance about what the parameters will be for consideration of the 1-year extension, having one to two Council members working with the PIC staff to look at the data.

Ms. Simmons responded that Council members do not need to get involved in the smaller, working group. Ms. Simmons will designate her own staff and PIC staff to work in the smaller group.

Ms. Cochrane summarized that MOEWD and PIC staff will work together to make recommendations based on the March 31st deadline and present these recommendations to the Council at the May Youth Council meeting.

Ms. Simmons asked if a notification will go out to the CBOs [Community Based Organizations], about all of the details of this process, once it is finalized and voted on.

Ms. Cochrane replied, yes. She stated that the Council would be having the subs provide date through March 31st to the PIC staff. The PIC staff and Workforce Development staff [MOEWD] will take the data, plus the one-page self-evaluations from the CBOs, and present the recommendations to the Council at the May meeting.

Ms. Donahue stated that at the next Youth Council meeting, everything Ms. Cochrane just outlined needs to be an action item on the agenda, to be approved and must notify all the CBOs. Ms. Cochrane replied yes.

Ms. Donahue requested from the staff, that the Council receive the materials based on the recommendations two weeks before the May meeting, so that members have adequate time to review the information before the meeting. Ms. Donahue also requested that a date be determined at the February meeting, of when the Council would receive the materials. Ms. Cochrane agreed with these requests.

Agenda Item #5-Report on Youth WIA Budget and Process for Procurement (Discussion Item)

Ms. Simmons recommended that due to much of the information for this agenda item was given in agenda item #4, there was no need to go over this information again.

However, Ms. Simmons did want to discuss some major points about the budget.
Ms. Simmons noted the following:

- The Council needs to deal with unspent funds from '05-'06 and '07-'08.
- WIA regulations; there is a percentage that can be rolled over in the next fiscal year. There has been a percentage of '05-'06 funds that have been rolled over into the '06-'07 year.
- From a fiscal standpoint, the '05-'06 funds have to be spent first and the same for any funds being rolled over in '06-'07.
- Challenges: assigning labor costs to the WIA program activities to determine the exact amount of carry over funds.

Ms. Simmons went on to say that it would take at least one-month, per discussions with the PIC CFO, to reconcile the books. Not quite sure what the exact amount of money is, and are hesitant to disclose any amount of money right now. Looking at the current 18 contracts that have already been obligated for '06-'07, a determination will be made on whether or not we're at that 80% threshold, and whether or not we can move ahead to get that 80% before we can carry over that 20%.

Ms. Simmons also mentioned that as an option, since the exact number won't be available until the end of February, the Council has from March through June to spend, if they are not at that 80%, whatever the threshold amount would be, which could be the money used to make those contracts whole. But again, that number is not available yet. That other 20% could be rolled over into the '07-'08 yr., and then the Council spend that money in a more organized, more coherent way.

Ms. Jasin asked Ms. Simmons if what she just stated, meant that what was stated in the minutes from the last meeting, the money that was noted as available for carry over, was incorrect. Ms. Simmons replied that yes, because it was not an exact number. It could be more, and the Council won't know until the books are reconciled.

Ms. Simmons also stated that the Council has to obligate at least 80% of the WIA allocation and knowing how far the Council is away from that 80% will determine how much money is mandated to procure.

Ms. Jasin stated that in the past, she has asked for the One-Stop budget. At some point could the Council get that information? Ms. Jasin would like to see a breakout of their budget.

Ms. Simmons replied that, that is something that may not be able to be given out. Moving forward, having access to that information is something that will get corrected. How the One-Stop budget is set-up and how it is allocated back to the WIA program are areas that will have to be dealt with.

Ms. Jackson-Simpson asked if the funds that Ms. Jasin referred to, part of the pool of obligated funds. Funds allocated fro the One-Stop activities?

Ms. Simmons replied, yes it is counted in that pool.

Ms. Cochrane asked if there was any public comment on this item? There was no public comment.

Agenda Item #6- Report on Commitment of WIA Funds to Reduced Funded Agencies (Action Item)

Ms. Cochrane noted that in the prior discussion, the Council addressed items #4, #5 and #7, and were now on item #6. Ms. Cochrane stated that this particular item was an action item, but based on Ms. Simmons report on the budget, maybe it was better to table this item until the Council gets the complete financial picture. Ms. Simmons agreed.

Ms. Cochrane asked the Council if the PIC staff could make recommendations for the February meeting or post-pone until March so agencies could know. Ms. Simmons stated that the Council could not have that conversation until March.

Agenda Item #7- Next Steps for Procurement on Youth WIA Funds (Discussion Item)

Please see Agenda Items #4 and #5.

Agenda Item #8-Youth Council Work-Plan (Discussion Item)

Ms. Cochrane referred to the handout that was distributed, lying out the Youth Council Action Plan. Ms. Cochrane asked the Council if they had any comments or concerns about the plan.

Ms. Donahue expressed her supportive of the plan and the organization of the plan.

Ms. Cochrane asked the Council if this was what they were all committing to.

Ms. Jackson-Simpson asked for clarity on expectations and role of the body, but overall liked the plan.

Agenda Item #9-Proposal of Additional Meeting in January (Action Item)

Please see agenda item #4. The Council decided they did not need this additional meeting.

Agenda Item #10-Director's Report (Discussion Item)

None

Agenda Item #11- Chair's Report (Discussion Item)

Ms. Cochrane stated she did not have report, but requested that the Council stay together, as a Council body, through June.

Agenda Item #12-Public Testimony on Non-Agenda Items (Discussion Item)

Ms. Akiba Davis [Young Scholars Program] addressed the Council regarding the cut of the Young Scholars Program's funding. Ms. Davis stated that the YSP needs funding for the program to operate. Ms. Davis went into extensive detail about all the services that the YSP provides youth.

Ms. Cochrane stated that the Council would take Ms. Davis' comments into consideration.

Agenda Item#13- Future Agenda Items (Discussion Item)

Mr. Eagleson requested that the Council hear from COO [Community Of Opportunities, MOCD], the school district, or City College San Francisco [CCSF] to address the Youth Council at the next meeting.

Ms. Cochrane stated that an invitation would be made to CCSF to present to the Youth Council at the February meeting.

Mr. Eagleson asked that they specifically discuss their youth workforce.

Ms. Jasin requested that the subs have 5-10 minutes, on the agenda, to present to the Council the services they provide, the populations they serve, etc.

Ms. Cochrane replied that at the next meeting, Ms. Jasin's request could be presented as an action item.

Ms. Jackson-Simpson asked that all the subs get notified about presenting to the Council, so they can sign-up and the Council have an organized process.

Mr. Eagleson stated that he had two announcements:

- DCYF is releasing their funding on February 1st and proposals are due the third week of March
- Jan. 20th, Mr. Eagleson is attending a youth empowerment conference and would like to bring back information from this conference to the Council

Agenda Item#14- Adjournment (Action Item)
A motion to adjourn the meeting was made by Ms. Jackson-Simpson and second by Mr. Eagleson.
Ayes: Ann Cochrane, Dana Fairchild, Claudia Jasin, Margaret (Maggie) Donahue and Vivian Stern-Turner
Nays: None
Abstentions: None
Motion Passed
The meeting was adjourned at 5:55pm.

All written materials distributed at the meeting are posted on the Private Industry Council's website www.picsf.org, and are incorporated by reference herein.

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Local Workforce Investment Board for the City and County of San Francisco

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NOTICE OF A PUBLIC MEETING
OF THE
YOUTH COUNCIL OF THE
WORKFORCE INVESTMENT SAN FRANCISCO BOARD

Date: Thursday, February 8, 2007
Time: 4:00 p.m. – 6:00 p.m.
Location: **Human Services Agency**
170 Otis, Born Auditorium
San Francisco, CA. 94103

AGENDA APPEARS ON THE REVERSE SIDE

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Issued: Monday, February 5, 2007

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AGENDA FOR
MEETING OF THE
YOUTH COUNCIL OF THE WISF BOARD
THURSDAY, FEBRUARY 8, 2007

Public Testimony will be taken throughout the meeting

1. Adoption of the Agenda *(Action Item)*
2. Public Testimony on Agenda Items *(Discussion Item)*
3. Adoption of minutes from the January 11, 2007 meeting *(Action Item)*
4. Report Back on Criteria for Youth Contract Extension (Discussion Item)
5. Youth Agency Presentation (Discussion Item)
6. Update on DCYF Request For Proposal -RFP (Discussion Item)
7. Director's Report *(Discussion Item)*
8. Chair's Report *(Discussion Item)*
9. Public Testimony on Non-Agenda Items *(Discussion Item)*
10. Future Agenda Items *(Discussion Item)*
11. Adjournment (*Action Item*)

MEMORANDUM

Date: March 2, 2007
To: San Francisco Youth Council
From: WIA Youth Subcontract Assessment Working Group
Re: Recommended Assessment Framework and Process

I. Overview

At the February 8, 2007 meeting of the San Francisco Youth Council, members requested that PIC, MOEWD, as well as representatives of the Youth Council form a working group in order to provide the Council with a recommendation on the assessment of WIA youth subcontractors. This assessment is to be completed in anticipation of the FY 2007-08 WIA allocation, and is intended to provide information to the Council on the performance to date of youth subcontractors. The results of this assessment will be used to help determine allocation of funds to existing youth subcontractors for the 2007-08 fiscal year.

The assessment framework outlined below has been developed in order to provide the Youth Council with meaningful indicators of subcontractor performance that can be substantiated by data. For each of the quantitative indicators, subcontractors will be assessed against their individual contracted performance goals. A qualitative measure based on a written self assessment and PIC staff recommendation will also be incorporated into the final scores.

Performance indicators were chosen based on several factors, including:

- Availability of data;
- Timing of subcontractor service delivery (especially as relates to retention measures and client eligibility);
- Relevance to programmatic success; and
- Assessment capacity and timing.

This assessment will provide the Youth Council with a numerical score for each WIA youth subcontractor. At this time, the working group is not making a recommendation about how this ranking should be used to determine eligibility or level of individual subcontractor funding in FY 2007-08. It is the groups' recommendation that this issue be considered once the assessment is completed and San Francisco's 2007-08 WIA allocation is defined.

The working group recommends that the Youth Council adopt the assessment framework and process outlined in this memo.

II. Recommended Assessment Framework

Overall performance will be assessed for current WIA Youth subcontractors for the period beginning July 1, 2005 and ending March 31, 2007. There will be three components to the assessment:

1) For the 2005-06 program year, several performance indicators for younger (YY) and older youth (OY), as well as enrollment, will be measured. These indicators were chosen on the basis of their relevance to program success *and* availability of complete data for each of these indicators. This component will be worth 65% of the total score.

2) For the 2006-07 program year, enrollment is the only performance indicator that will be measured. Combined enrollment for younger and older youth will be assessed for the period from July 1, 2006 through March 31, 2007. Other indicators will not be included as data will be incomplete, and thus not representative of performance. This component will be worth 30% of the total score.

3) PIC staff will provide a qualitative review of a subcontractor self assessment, as well as overall programmatic and administrative compliance and expenditure levels. The self assessment will provide the subcontractors with the opportunity to describe challenges and solutions to those challenges, as well as accomplishments not captured by the indicators outlined above. This component will be worth 5% of the total score.

Quantitative Assessment

Subcontractors will be assessed on their outcomes on the following performance indicators, as captured in the PIC and/or EDD data systems:

Performance Indicators	**Definition**	**PY 2005-06** 07/2005 - 06/2006	**PY 2006-07** 07/2006 - 03/2007	**Measurement**
Enrollment	YY + OY : Combined Total	•	•	Combined Actual Combined Planned
YY Skills Attainment	Increased Basic Skills, Work Readiness Skills, and/or Occupational Skills	•	NA	Total Actual Total Planned
YY Diploma or Equivalent Attainment	Obtained Secondary School (HS) Diploma or Equivalent (GED)	•	NA	Total Actual Total Eligible
OY Entered Employment	Entered Unsubsidized Employment	•	NA	Total Actual Total Planned
OY Post Secondary or Advanced Training	Entered Post Secondary or Advanced Training	•	NA	Total Actual Total Planned
OY Attained HS Diploma/GED, Credential, License, Degree	Obtained Attained HS Diploma/GED, Credential, License, Degree	•	NA	Total Actual Total Eligible

Qualitative Assessment

Subcontractors have been asked to prepare written responses to the following questions/issue for program period July1, 2005-March 31, 2007:

1. Description of Program and Services
2. Major Activities and Accomplishments vs. Goals
3. Description of Challenges
4. Success Stories
5. Other Comments/Suggestions

Subcontractors will also be asked to provide information on data that will not be captured in the quantitative assessment outlined above, e.g. younger youth employment placement, post-secondary education placement, advancement training, earnings change, and retention.

III. Assessment Process

The assessment process will be completed by PIC and MOEWD staff by April 30, 2007. WIA Youth Subcontractors have been informed of the assessment process, and will be advised to submit all relevant programmatic data by March 31, 2007 and the self assessment by April 13, 2007.

The assessment process for each of the three components is described below:

2005-06 Assessment

2005-06 assessment is based on the percentage of planned and/or eligible performance indicators that have been achieved as of March 31, 2007. Each subcontractor will have ONE score for 2005-06 performance: the average of combined indicators. For example:

Youth Subcontractor X has the following outcomes for 2005-06:

Performance Indicators	**Planned**	**Eligible**	**Actual**	**Score**
Enrollment	10	-	9	.9
YY Skills Attainment	3	-	3	1.0
YY HS/GED Attainment		-	-	-
OY Placement in Employment	7	-	6	.86
OY Placement in Education		-	-	-
OY HS Diploma/GED, Credential, License, Degree	7	4	4	1.0
Average of Combined Indicators	-	-	-	**.94 or 94%**

2006-07 Assessment

2006-07 assessment is based on the cumulative enrollment achieved as of March 31, 2007. Each subcontractor will have ONE score for 2006-07 performance: the percentage of enrollment achieved. For example:

Youth Subcontractor X has the following outcomes for 2005-06:

Performance Indicator	**Planned**	**Actual**	**Score**
Enrollment	15	8	.53
Percentage of Enrollment Achievement	-	-	**.53 or 53%**

Qualitative Assessment and Staff Recommendation

Qualitative assessment is based on PIC staff review of the subcontractor self assessment responses, as well as overall administrative and programmatic compliance. Each subcontractor will have ONE score for their qualitative assessment: a total score. A maximum of 5 points can be awarded in this category. For example:

Youth Subcontractor X received the following score on the qualitative assessment:

	Points Possible	**Points Awarded**	**Score**
Qualitative Assessment and Staff	5	4.25	-

Recommendation			
Total Score	**5**	**4.25**	**.85 or 85%**

IV. Cumulative Score

Subcontractor scores on each of the performance measures outlined above will be used to determine eligibility for funding in 2007-08 based on the following formula:

FY 2005-06 Performance	FY 2006-07 Performance	Self Evaluation	Total Score
65 pts or 65% of Total Score	30 pts or 30% of Total Score	5 pts or 5% of Total Score	**100 pts or 100% Performance Achieved**

For example:
Youth Subcontractor X received the following scores on their 05-06, 06-07, and self assessments:

	FY 2005-06 Performance	FY 2006-07 Performance	Self Evaluation	Total Score
Score	.94	.53	.85	-
Points	61.1	15.9	4.25	**81.25**

The assessment process will be completed by April 30, 2007, and cumulative scores for all current WIA youth subcontractors will be presented to the Youth Council at the May 12, 2007 meeting.

V. Funding Eligibility and Availability

At this time, the working group is not making a recommendation about how the WIA youth subcontract or assessment scores be used to determine eligibility or level of individual subcontractor funding in 2007-08. It is the groups' recommendation that this issue be considered once the assessment is completed and San Francisco's FY 2007-08 WIA allocation is defined.

WORKFORCE INVESTMENT SAN FRANCISCO

Local Workforce Investment Board for the City and County of San Francisco

MINUTES OF THE
FEBRUARY 8, 2007 MEETING OF THE
YOUTH COUNCIL OF THE
WORKFORCE INVESTMENT SAN FRANCISCO (WISF) BOARD

The meeting was held at the Human Services Agency, Born Auditorium – 170 Otis, San Francisco.

PRESENT:
Claudia Jasin, Ann Cochrane, Glenn Eagleson, Vivian Stern-Turner, and Belinda Jeffries

ABSENT:
Liz Jackson-Simpson, Margaret (Maggie) Donahue and Dana Fairchild

PUBLIC (AS EVIDENCED BY THE SIGN IN SHEET):
Vi Huynh, Anna Lopez, Eeuri Valle, Kameisha James, Roy Recio, Ciara Wade, Imani Haygood, Lanya Samuelson, David Tam, Michael Lynch, Laurie Ackerman, Harriet Larkin, Tempi Priestly, Grant Din, Jodi Schwartz, Kathryn Horan, Whitney Wright, Kriztina Palone and Amy Wallace

4.59
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Meeting began 4:15pm, with a quorum present. Ms. Cochrane announced to the Council that Ms. Simmons and her staff would be late to today's meeting, due to a mandatory Mayor's all-staff meeting.

Agenda Item #1 Adoption of the Agenda
Before adopting the agenda, Ms. Cochrane pointed out that there would be many agenda items designated as discussion items for the purpose of giving due diligence to the conversation regarding the 1-year extension.

Motion to adopt the agenda was made by Vivian Stern-Turner and second by Glenn Eagleson.
Ayes: Claudia Jasin, Ann Cochrane, and Belinda Jeffries
Nays: None
Abstentions: None
Motion Passed

Agenda Item #2 Public Testimony on Agenda Items
None – Ms. Cochrane stated that public testimony would be taken throughout the agenda.

Agenda Item #3-Adoption of the minutes from 01.11.2007 Youth Council Meeting
Motion to adopt the minutes was made by Claudia Jasin, and second by Glenn Eagleson
Ayes: Vivian Stern-Turner, Ann Cochrane, and Belinda Jeffries
Nays: None
Abstentions: None
Motion Passed

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Agenda Item #4- Report Back on Criteria for Youth Contract Extension (Discussion Item)

Brenda Brown, with SF PIC, presented for discussion an outline of programmatic performance indicators for WIA youth subcontracts. These included:

- Enrollment
- Younger Youth Skills attainment
- Younger Youth HS Diploma or Equivalent attainment
- Older Youth Entered Employment /Educational placement
- Older Youth Credential / License attainment
- Performance period July 1, 2005-March 31, 2007

Ms. Brown reported that the youth subcontractors met on Dec 30 in order to discuss the assessment process, and has been asked to complete a written self-assessment on their progress and challenges. The performance measures presented today for discussion are a first attempt to clarify assessment criteria for youth subcontractor funding in the 2007-08 fiscal year.

Youth Council members asked several questions about the definition and measurement process for each of the indicators, including:

- What performance period(s) will be assessed?
- What will constitute acceptable performance? How will the YC deal with a contractor who performed well in one period but not the other?
- How does the WIA Youth Subcontractor performance report relate to the contract language? What goals are we measuring against?
- Can Retention and Follow up be measured?
- When does PIC receive data on clients? What are the implications of this for the performance assessment?
- For those that are granted new contracts in the 07-08 period, how will their goals be determined? Can the YC recommend other performance measures?

No consensus was reached on any of these issues.

Ms. Cochrane then opened the meeting to the public. Individuals representing youth service providers asked the following questions about the assessment process:

- For Younger Youth who are in, for example, the 10th grade but are working toward a HS diploma and will not have reached the point of graduation- how will this be counted?
- For younger youth, entered employment is not one of the suggested performance indicators. If a younger youth gets a job, how does this count?
- If the only time that PIC knows what has happened is at exit, will you be asking for additional reporting?
- It is often hard to track youth after they have left the program- will this count against performance?
- Won't it be impossible to track some of the performance indicators outlined above for the 06-07 fiscal year? Not all programs will have completed their cycles.

As no consensus was reached on any of the issues outlined above the Youth Council made the following recommendations on next steps:

- It is important to capture progress over a period of time; therefore, the Council would like to look at several performance indicators for the 2005-06 period.
- Because many subcontractors are still in the process of training clients, only

enrollments should be considered for 2006-07 period.

- Self-evaluations are an important component, and should be used to capture additional measures of success not captured in performance indicators.
- A working group pf PIC and MOEWD staff, and representatives form the Youth Council will form a working group to develop a recommended assessment process for the Council to act on at its next meeting

Agenda Item #5-Youth Agency Presentation (Discussion Item)

The Council heard presentations from two youth-serving agencies. The first presentation was by Tempi Priestly and Harriet Larkin, from Renaissance, Bayview. They presented the following information:

- Their organization has been in business for 21 years.
- They are the fiscal agent for 12-13 agencies in the Bayview, including the new Bayview CRN (Community Response Network), that address issues and concerns around violence in the Bayview community.
- On Sundays, they do Bingo Night; to bring in revenue into the organization, to take the youth on field trips, buy clothes for interviews, etc.
- Renaissance is an advocate for all the youth they serve; they go into the schools, courts, etc. to advocate on behalf of their youth participants.
- They are also working with Westside Mental Health and Infusion One, to provide mental health services to the youth that they serve.
- The youth get a stipend of $200 a month for participating in the program; however if the youth do not comply with designated tasks and responsibilities (e.g., going to class, doing class work, attending programming at Renaissance, etc.), then the youth will not receive their stipend.
- The program provides life skills, health and job readiness/workshops at the Southeast Community Campus on Tuesdays and Wednesdays from 5:00-7:00pm, during the regular semester and 3:00-5:00pm during the summer break. Participation in the workshops is mandatory. Each participant is required to maintain a satisfactory G.P.A., as well as display good citizenship and leadership skills.
- Renaissance is a member of the BV (Bayview) Magic collaborative.
- Originally the purpose of their programming was to get the youth employed, but they found that the youth were having a difficult time passing the drug test. Now, they give the youth an aptitude test, which is showing that youth that are, for instance, in the 12th grade, are testing at a 1st grade-level.
- Renaissance has refocused their program, from being solely employment related to now, dedicating a significant amount of time towards the youth's social, emotional and physical development. Renaissance, Bayview has developed a step or phase system that helps their youth on a gradual basis.

The Council members had a number of questions for Ms. Priestly and Ms. Larkin [Renaissance, Bayview]. Ms. Simmons [Director, Workforce Development, Mayor's Office] asked out of all of their participants, how many are testing below grade level. Ms. Larkin [Renaissance, Bayview] replied that out of 23 participants, most of the kids test way below grade level.

Mr. Eagleson asked Ms. Larkin how Renaissance, Bayview, uses it's WIA funding for their youth, considering that WIA does not fund many of the projects and services that Renaissance, Bayview offers. Ms. Larkin [Renaissance, Bayview] responded that they do quality-time plans, and that many of their activities are provided at no cost to the agency. The staff works very hard to try to get as much as they can for free. Ms. Priestly [Renaissance, Bayview] also noted that with their PIC funding [Private Industry Council], they only have 23 youth, but serve 120 youth in total, for the entire organization.

Ms. Simmons asked if Renaissance's primary population was Foster-Care youth. Ms. Larkin [Renaissance, Bayview] replied that no, but most of their youth are Foster youth or Probation youth. Ms. Simmons went on to ask, how many staff work at Renaissance, Bayview. Ms. Larkin [Renaissance, Bayview] stated that there are 9 staff that work at Renaissance, Bayview. Ms. Priestly [Renaissance, Bayview] added that there are 3 staff that are designated to work specifically on the PIC [Private Industry Council] contract, full time.

Presentation by Ray Recio [Sheriff's Department, Jail Alternatives Division/Post Release Education Programs (PREP) Services]

Mr. Recio presented the following information:

- Background: The San Francisco Sheriff's Department (SFSD) established the Post Educational Program (PREP) as part of its Jail Alternatives Division. The facility provides educational, vocational, substance abuse treatment, and batters' intervention classes, as well as a variety of specialized services designed to help ex-offenders successfully re-enter the community following periods of incarceration.

- Overview: Each student participates in an individual intake and orientation interview to determine class assignments and support services needed. The CASAS test is administered to all students upon admission to determine academic placement. A follow-up session is held to review test results, background information on learning styles and/or disabilities, to create an Individualized Education Plan [IEP], A Learning Specialist is also available for consultation with students as needed. Individuals whose needs are particularly acute may be given one-on-one tutoring. This Specialist also trains staff in the nature and impact of learning disabilities.

- All classes support literacy through the use of teaching materials, reading and writing assignments and an emphasis on critical thinking skills. Five Keys Charter School provides instructors for academic classes. Support service classes are facilitated by PREP staff. General Education class time is used for students to purse individualized goals such as studying for their GED, working on resumes, brushing up on computer skills, etc.

Mr. Recio [Sheriff's Department] went into further details about the various programs and services that the Sheriff's Jail Alternatives Division, offers. He emphasized services like Manalive!, where the focus of this class is to overcome learned behavior and breaking the cycles of violence. There is an internship, where successful graduates of PREP programs, who express interest in continuing in a social service field, may be eligible for a 3-6month internship at a community-based organization, subject to availability and staff recommendations. There were a host of other services and programs that Mr. Recio [Sheriff's Department] described in full detail, outlined in the handout that he distributed to the Council and the general public.

Ms. Simmons asked Mr. Recio [Sheriff's Department] how many youth participate

in his program. Mr. Recio [Sheriff's Department] replied that there are 20 youth in the classroom and an additional 15 in the other programs. Ms. Simmons asked how many staff worked in the program. Mr. Recio [Sheriff's Department] noted that there are 6 teachers, 1 Principal and 1 support staff.
Mr. Eagleson asked Mr. Recio [Sheriff's Department] if the employment component and the charter school ran concurrently. Mr. Recio [Sheriff's Department] that yes, depending on where the student is in their program.

The presentation were concluded at this point of the meeting.

Ms. Cochrane stated that there was a request by a Council member(s) that when an agency is presenting to the Council, that they include a youth participant to incorporate their experience with that particular organization, in their presentation.

Agenda Item #6- Update on DCYF's Request for Proposal (Discussion Item)

Mr. Eagleson stated the following details about the RFP [Request For Proposal]:

- DCYF released their RFP on Feb. 1st and is available for download on their website: www.dcyf.org
- DCYF will be holding two bidders conferences, one on Feb. 9th at 10am, 101 Grove Street and the second one on Feb. 23rd at 10am, 101 Grove Street.
- There are specifically two allocations of funding for youth workforce:
    - 1.8 million for workforce
    - Myeep Program: the subcontracts are coming up for bid. This bid is for any organization interested in applying to become a Myeep neighborhood based agency. There are 10 defined neighborhoods in the City. Please refer to DCYF's website for further details

Agenda Item #7- Director's Report (Discussion Item)

None

Agenda Item #8-Chair's Report (Discussion Item)
None

Agenda Item #9-Public Testimony on Non-Agenda Items (Discussion Item)
None

Agenda Item #10-Future Agenda Items (Discussion Item)
Ms. Cochrane took this time to summarize what needs to be addressed for the next Council meeting. She listed the following items:

- A work group consisting of a representative from PIC, MOEWD, and two members of the Council to prepare a recommendation to present to the Council regarding the subcontractor assessment process
- Mr. Benji Williams' appointment to the Youth Council
- 1 or 2 presentations by one of the youth-serving organizations, with youth participation in the presentation
- Include any pertinent Council Workplan items to next month's agenda.

Mr. Eagleson had a number of announcements that he wanted to present to the Council at this time. He stated that on February 22nd, the Youth Employment Coalition will be having their annual networking event. Mr. Eagleson stated this would be a great event to learn more about what other programs and services for youth that are currently available, especially for the summer. The event is taking place at the Elks Lodge Ballroom, located at Kensington Park, from 4-6pm. Mr. Eagleson also went on to say that DCYF is putting on their bi-annual youth conference for children and youth providers on April 19th at the Moscone Center.

Agenda Item #11-Adjournment (Action Item)
Motion to adjourn the meeting was made by Vivian Stern-Turner and second by Glenn Eagleson
Ayes: Belinda Jeffries, Ann Cochrane, and Claudia Jasin
Nays: None
Abstentions: None
Motion Passed

The meeting was adjourned at 5:50pm.

All written materials distributed at the meeting are posted on the Private Industry Council's website www.picsf.org, and are incorporated by reference herein.

Date: March 2, 2007
To: San Francisco Youth Council
From: WIA Youth Subcontract Assessment Working Group
Re: Recommended Assessment Framework and Process

I. Overview

At the February 8, 2007 meeting of the San Francisco Youth Council, members requested that PIC, MOEWD, as well as representatives of the Youth Council form a working group in order to provide the Council with a recommendation on the assessment of WIA youth subcontractors. This assessment is to be completed in anticipation of the FY 2007-08 WIA allocation, and is intended to provide information to the Council on the performance to date of youth subcontractors. The results of this assessment will be used to help determine allocation of funds to existing youth subcontractors for the 2007-08 fiscal year.

The assessment framework outlined below has been developed in order to provide the Youth Council with meaningful indicators of subcontractor performance that can be substantiated by data. For each of the quantitative indicators, subcontractors will be assessed against their individual contracted performance goals. A qualitative measure based on a written self assessment and PIC staff recommendation will also be incorporated into the final scores.

Performance indicators were chosen based on several factors, including:

- Availability of data;
- Timing of subcontractor service delivery (especially as relates to retention measures and client eligibility);
- Relevance to programmatic success; and
- Assessment capacity and timing.

This assessment will provide the Youth Council with a numerical score for each WIA youth subcontractor. At this time, the working group is not making a recommendation about how this ranking should be used to determine eligibility or level of individual subcontractor funding in FY 2007-08. It is the groups' recommendation that this issue be considered once the assessment is completed and San Francisco's 2007-08 WIA allocation is defined.

The working group recommends that the Youth Council adopt the assessment framework and process outlined in this memo.

II. Recommended Assessment Framework

Overall performance will be assessed for current WIA Youth subcontractors for the period beginning July 1, 2005 and ending March 31, 2007. There will be three components to the assessment:

1) For the 2005-06 program year, several performance indicators for younger (YY) and older youth (OY), as well as enrollment, will be measured. These indicators were chosen on the basis of their relevance to program success *and* availability of complete data for each of these indicators. This component will be worth 65% of the total score.

2) For the 2006-07 program year, enrollment is the only performance indicator that will be measured. Combined enrollment for younger and older youth will be assessed for the period from July 1, 2006 through March 31, 2007. Other indicators will not be included as data will be incomplete, and thus not representative of performance. This component will be worth 30% of the total score.

3) PIC staff will provide a qualitative review of a subcontractor self assessment, as well as overall programmatic and administrative compliance and expenditure levels. The self assessment will provide the subcontractors with the opportunity to describe challenges and solutions to those challenges, as well as accomplishments not captured by the indicators outlined above. This component will be worth 5% of the total score.

Quantitative Assessment

Subcontractors will be assessed on their outcomes on the following performance indicators, as captured in the PIC and/or EDD data systems:

		06 07/2005 – 06/2006	07/2006 – 03/2007	
Enrollment	YY + OY : Combined Total	•	•	Combined Actual Combined Planned
YY Skills Attainment	Increased Basic Skills, Work Readiness Skills, and/or	•	NA	Total Actual Total Planned
YY Diploma or Equivalent Attainment	Obtained Secondary School (HS) Diploma or Equivalent (GED)	•	NA	Total Actual Total Eligible
OY Entered Employment	Entered Unsubsidized Employment	•	NA	Total Actual Total Planned
OY Post Secondary or Advanced Training	Entered Post Secondary or Advanced Training	•	NA	Total Actual Total Planned
OY Attained HS Diploma/GED, Credential,	Obtained Attained HS Diploma/GED, Credential, License,	•	NA	Total Actual Total Eligible

Qualitative Assessment

Subcontractors have been asked to prepare written responses to the following questions/issue for program period July1, 2005–March 31, 2007:

1. Description of Program and Services
2. Major Activities and Accomplishments vs. Goals
3. Description of Challenges
4. Success Stories
5. Other Comments/Suggestions

Subcontractors will also be asked to provide information on data that will not be captured in the quantitative assessment outlined above, e.g. younger youth employment placement, post-secondary education placement, advancement training, earnings change, and retention.

III. Assessment Process

The assessment process will be completed by PIC and MOEWD staff by April 30, 2007. WIA Youth Subcontractors have been informed of the assessment process, and will be advised to submit all relevant programmatic data by March 31, 2007 and the self assessment by April 13, 2007.

The assessment process for each of the three components is described below:

2005-06 Assessment

2005-06 assessment is based on the percentage of planned and/or eligible performance indicators that have been achieved as of March 31, 2007. Each subcontractor will have ONE score for 2005-06 performance: the average of combined indicators. For example:

Youth Subcontractor X has the following outcomes for 2005-06:

Performance Indicators	**Planned**	**Eligible**	**Actual**	**Score**
Enrollment	10	-	9	.9
YY Skills Attainment	3	-	3	1.0
YY HS/GED Attainment		-	-	-
OY Placement in Employment	7	-	6	.86
OY Placement in Education		-	-	-
OY HS Diploma/GED, Credential, License, Degree	7	4	4	1.0
Average of Combined Indicators	-	-	-	**.94 or 94%**

2006-07 Assessment

2006-07 assessment is based on the cumulative enrollment achieved as of March 31, 2007. Each subcontractor will have ONE score for 2006-07 performance: the percentage of enrollment achieved. For example:

Youth Subcontractor X has the following outcomes for 2005-06:

Performance Indicator	**Planned**	**Actual**	**Score**

Percentage of Enrollment Achievement	-	-	.53 or 53%

__Qualitative Assessment and Staff Recommendation__

Qualitative assessment is based on PIC staff review of the subcontractor self assessment responses, as well as overall administrative and programmatic compliance. Each subcontractor will have ONE score for their qualitative assessment: a total score. A maximum of 5 points can be awarded in this category. For example:

Youth Subcontractor X received the following score on the qualitative assessment:

	Points Possible	Points Awarded	Score
Qualitative Assessment and Staff Recommendation	5	4.25	-
Total Score	5	4.25	.85 or 85%

IV. Cumulative Score

Subcontractor scores on each of the performance measures outlined above will be used to determine eligibility for funding in 2007-08 based on the following formula:

FY 2005-06 Performance	FY 2006-07 Performance	Self Evaluation	Total Score
65 pts *or* 65% of Total Score	30 pts *or* 30% of Total Score	5 pts *or* 5% of Total Score	100 pts *or* 100% Performance Achieved

For example:

Youth Subcontractor X received the following scores on their 05-06, 06-07, and self assessments:

	FY 2005-06 Performance	FY 2006-07 Performance	Self Evaluation	Total Score

Score	.94	.53	.85	–
Points	61.1	15.9	4.25	**81.25**

The assessment process will be completed by April 30, 2007, and cumulative scores for all current WIA youth subcontractors will be presented to the Youth Council at the May 12, 2007 meeting.

V. Funding Eligibility and Availability

At this time, the working group is not making a recommendation about how the WIA youth subcontract or assessment scores be used to determine eligibility or level of individual subcontractor funding in 2007-08. It is the groups' recommendation that this issue be considered once the assessment is completed and San Francisco's FY 2007-08 WIA allocation is defined.

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Local Workforce Investment Board for the City and County of San Francisco

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NOTICE OF A PUBLIC MEETING
OF THE
YOUTH COUNCIL OF THE
WORKFORCE INVESTMENT SAN FRANCISCO BOARD

Date: Thursday, March 8, 2007
Time: 4:00 p.m. – 6:00 p.m.
Location: **Human Services Agency**
170 Otis, Born Auditorium
San Francisco, CA. 94103

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AGENDA APPEARS ON THE REVERSE SIDE

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE
(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force.

To obtain a free copy of the City's Sunshine Ordinance or to report a suspected violation, contact:

Adele Destro, Interim Administrator
Sunshine Ordinance Task Force
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4683
Telephone: 415-554-7724 Fax: 415-554-5163
E-mail: sotf@sfgov.org
The Sunshine Ordinance is available online at: http://www.sfgov.org/site/sunshine_index.asp?id=4673

OTHER ACCOMMODATIONS

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.

♿ If you require special accommodation due to a disability, please call Kriztina Palone at 415-554-6192 or TDD 800-735-2929 (CRS) at least 72 hours in advance.

Issued: Friday, March 2, 2007

AGENDA FOR
MEETING OF THE
YOUTH COUNCIL OF THE WISF BOARD
THURSDAY, MARCH 8, 2007

Public Testimony will be taken throughout the meeting

1. Adoption of the Agenda *(Action Item)*
2. Public Testimony on Agenda Items *(Discussion Item)*
3. Adoption of minutes from the February 8, 2007 *(Action Item)*
4. Youth Agency Presentation with youth participation (Discussion Item)
5. Recommendation on WIA Youth Subcontractors Assessment (Action Item) *
6. Youth Council Membership and Structure (Discussion Item)
7. Director's Report *(Discussion Item)*
8. Chair's Report *(Discussion Item)*
9. Public Testimony on Non-Agenda Items *(Discussion Item)*
10. Future Agenda Items *(Discussion Item)*
11. Adjournment (*Action Item*)

* Materials included

WORKFORCE INVESTMENT SAN FRANCISCO
Local Workforce Investment Board for the City and County of San Francisco

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MINUTES OF THE
APRIL 12, 2007 MEETING OF THE
YOUTH COUNCIL OF THE
WORKFORCE INVESTMENT SAN FRANCISCO (WISF) BOARD

The meeting was held at the Human Services Agency, Born Auditorium – 170 Otis, San Francisco.

PRESENT:
Liz Jackson-Simpson, Ann Cochrane, Glenn Eagleson, Benjie Williams, Claudia Jasin, and Maggie Donahue
ABSENT:
Belinda Jeffries, Vivian Stern-Turner and Dana Fairchild

1.59
-/07

PUBLIC (AS EVIDENCED BY THE SIGN IN SHEET):
Cindy, Nelson, Lanya Samuelson, Mark Cole, Laurie Ackerman, Jodi Schwartz, David Tam, Dean Oshida, Alfredo Fajardo, Louis Camacho, Yuri Dew, Peter Gerharz, Anna Lopez, Amy Wallace and Marc Majors

Meeting began 4:04pm, with a quorum present.

Agenda Item #1 Adoption of the Agenda
Motion to adopt the agenda was made by Glenn Eagleson and second by Benjie Williams.
Ayes: Ann Cochrane, Liz Jackson-Simpson, Claudia Jasin and Maggie Donahue
Nays: None
Abstentions: None
Motion Passed

Agenda Item #2 Public Testimony on Agenda Items
None – Ms. Cochrane stated that public testimony would be taken throughout the agenda.

Agenda Item #3-Adoption of the minutes from 01.11.2007 Youth Council Meeting
Motion to adopt the minutes was made by Benjie Williams and second by Liz Jackson-Simpson
Ayes: Glenn Eagleson, Benjie Williams and Maggie Donahue
Nays: None
Abstentions: Claudia Jasin
Motion Passed

Agenda Item #4-Youth Agency Presentation: Youth Cares of the International Institute (Discussion Item)

Lanya Samuelson [Program Director, Youth Cares] brought two youth participants from her program, Cindy and Nelson. Ms. Samuelson [Youth Cares] described the following about her organizations:

- Youth Cares is a youth employment program at the International Institute
- Many of their programs assist immigrant and refugee youth

- Youth Cares enrolls 20-30 youth per year, with ages 14-18 in WIA
- Currently, this year there are 21 youth who are participating in their programs
- The program is open to all San Francisco youth, but the program targets immigrant and refugee youth, or youth of immigrant and refugee families
- Most of their youth are tri-lingual.
- Youth Cares program year is broken into 3 program cycles; Fall, Spring and Summer. Over 1/3 of their youth participate in more than one cycle.
- Youth Cares trains and hires youth for 1 of 2 kinds of jobs; facilitating activities with seniors or peer tutoring at New Comer High School.
- Youth Cares pays their youth a San Francisco Living Wage
- Throughout the year, Youth Cares has two hour trainings every Monday on subjects such as professionalism, public speaking, leadership, goal setting, etc.
- There is a core set of college workshop series in the fall and a five part career workshop series that the youth are currently working on.
- The career series ends with a career panel of individuals from different professions talking with the youth about their respective positions. The career panel occurred on 4/20 and Ms. Samuelson invited everyone to attend.

Youth Participants:

Cindy Woo [Galileo High School, Youth Cares Participant] stated that she is in the 11th grade. She has learned leadership and communication skills from her participation at Youth Cares, how to be responsible and working with seniors. Youth Cares has helped her think about college.

Nelson [Philip and Sala Burton High School, Youth Cares Participant] stated that he joined Youth Cares last fall. He has learned communication skills, how to be responsible and be on time. Nelson included that the Youth Cares workshops give the youth insight into jobs that they might have some interest in. What he liked about Youth Cares is that the youth get to help out the community and get to make new friends.

Questions by the Council:

Mr. Eagleson asked Cindy and Nelson [Youth Cares Program], what attracted them to the program?

Nelson [Youth Cares Program] stated that his grandmother taught him that he shouldn't just spend time playing video games, but to help out his community. Nelson was one of the few youth in the program who was able to work with his grandmother at one of the senior sites.

Cindy [Youth Cares Program] replied that she joined because her cousin introduced the program to her. She likes teaching English and tutoring seniors. Cindy has enjoyed building relationships with the seniors.

Mr. Eagleson asked Lanya Samuelson, since her organization gets DCYF [Dept. of Children Youth and their Families] funding as well, how does her organization use the WIA funding versus the DCYF funding?

Lanya Samuelson [Youth Cares] responded that students who qualify for WIA funding, the organization enrolls them into WIA and the youth who do not qualify for WIA, get enrolled into the DCYF funding. The WIA funding allows for Youth Cares to serve 20-25 addition youth a year.

Ms. Jackson-Simpson asked Cindy and Nelson [Youth Cares Participants] what are their hopes for after they complete the program? What will they both be going on to do after the program?

Cindy [Youth Cares] stated that she will continue to help new immigrants learn English. Nelson [Youth Cares] replied that he plans to go on to a 4-year college, probably go on to get his doctorate and try to become a dentist.

Ms. Jackson-Simpson asked Lanya Samuelson [Youth Cares], what is the transition plan for their youth?

Lanya Samuelson [Youth Cares] responded that the youth meet with the Program Coordinator to develop a plan for after their Youth Cares participation.

There was a question from the audience, a representative from Mission Vocational School, asking the youth participants how many hours are they required to work and how many days a week are they required to attend the program?

Cindy Woo [Youth Cares] stated she works 6 hours and is required to attend 3 days.

Lanya Samuelson [Youth Cares] included that all the youth are required to attend trainings on Mondays and work two other days out of the week at the program sites.

Agenda Item #5-Update on Youth Subcontractor Selection (Action Item)

Ms. Cochrane referred this section to Alfredo Fajardo [Private Industry Council Staff]. Mr. Fajardo stated that he had no update to give at this time. The data staff has been focused on getting information to report back to the State. The information that the Council needs, will not be in-putted into the JTA system until after 4/20. The information will have to be retrieved manually. Mr. Fajardo also mentioned that he has not received any reports or questions about the framework.

Ms. Cochrane stated that in May the Council will be getting recommendations from the staff about using the framework and who will be eligible for funding or not.

Amy Wallace [Mayor's Office of Economic and Workforce Development, MOEWD] replied that, that was correct. Ms. Wallace included that the MOEWD is on track with the PIC staff, and are gathering information to make the recommendations.

Ms. Cochrane asked if there was still a need to have a final discussion around dollar amounts, and the cut off points and would staff be making recommendations on those areas too? Amy Wallace [MOEWD] replied yes.

Mr. Eagleson asked if the Agency Self Reports were due on April 13th. Ms. Wallace, [MOEWD] replied yes.

To clarify, Ms. Cochrane reiterated that next month, the staff will present the Council with a set of recommendations. Ms. Cochrane opened the discussion to the general public.

Public Comments:

Jodi Schwartz, [LYRIC] stated some concern from her experience, with some of the information being brought to the Council, not being complete. Ms. Schwartz [LYRIC] pointed out that the PIC staff has been good about rectifying the information once she points it out to them, but wanted reassurance that information being brought to the Council would be correct. Ms. Schwartz [LYRIC] was concerned with the recent memo that was included in the materials for this meeting, stating that the chart did not match up with her data internally, which she will explain in her evaluation. If PIC staff is doing more number crunching that will be directly coming to the Council, Ms. Schwartz cautioned the Council that because of her experience, she has found errors in those reports from PIC staff.

Ms. Cochrane responded to Ms. Schwartz [LYRIC] that since this area is an action item for next month's meeting, Ms. Schwartz and everyone else will get the chance to see their status, and if need be, sit with PIC staff to create a reconciliation to present to the Council at the next meeting.

Ms. Cochrane stated that everybody will get the information because it is a public document that will be posted on the website.

Amy Wallace [MOEWD] stated that MOEWD will be working with PIC staff to put a formal process in place.

Agenda Item #6- Update on Available Funds for '06-'07 year and Projected '07-'08 year (Discussion Item)

Ms. Simmons stated that the Council will not know the numbers for the '06-'07 year. There are some preliminary data being released on April 13th, but will not have a better sense of where the PIC stands financially, until mid-May. All that can be done at this point is to wait to find out the accurate amount of money.

For '07-'08, the allocation amount is unknown right now, but it is known that the State allocation has gone down by 3.5% /4% overall for the State. California is in a better position than some other states. San Francisco may suffer some decline. The formula that is used to determine the allocation uses criteria that include looking at the unemployment rate for your region. San Francisco unemployment rate is at about 4%.

For organizations that have been receiving DOL [Department of Labor] funding, that money has gradually declined for many years. San Francisco has been receiving about 7 million dollars for the last 3 years. Federal funding across the nation is going down, which means San Francisco is going to get less allocated. There has not been a DOL initiative for youth since the YO grants.

PIC has to have 80% of their dollars allocated and 20% can be rolled over. There are 2-years to spend the WIA dollars.

Ms. Cochrane asked Ms. Simmons that since the numbers might not be available until after the next Youth Council meeting, how the Council addresses the recommendations for the subcontractors.

Ms. Simmons replied that the Council can make their decisions pending when the dollars amounts come in and adjust accordingly. The Council has done it this way before, last year.

Mr. Eagleson stated that locally, the City will be putting more money into youth workforce development starting next year, DCYF and HSA. And for possibly '08-'09 year, there's a good indication with the changes in the House and the Senate, that they are looking to increase WIA funding back to the 2002 levels and possibly a new type of YO funding.

Ms. Jackson-Simpson asked for clarity, is it possible that any money over the 20% threshold could potentially be lost? Ms. Simmons replied yes, if the money has not been programmed the end of the budget year. Ms. Jackson-Simpson went on to say that back in November/December, it was reported that there was some other allocations of dollars that the Council could get.

Ms. Simmons responded that anything the Council heard prior to December needs to be deleted and tossed out. The financial information prior to December was not accurate.

Public Comments:

Jodi Schwartz [LYRIC] asked for more clarity around the available funds for those contractors who did encounter cuts last year; What is the base amount that the Mayor's Office and the PIC will be utilizing to determine funding going into the rollover year?

Ms. Simmons stated that the Council does not know that information yet. Mr. Eagleson included that, that issue was discussed briefly, but is going to be handled as a separate issue.

Ms. Jackson-Simpson asked if this pot of money that the Council learned about in November/December was going to affect bringing the programs back up to their original state or some state based on the available funds, took the PIC over the 20% threshold, was there a risk of losing those dollars or is there any way to obligate in this year and carry over into the next year so a significant amount of money is not lost?

Ms. Cochrane interjected that there was a difference of opinion by the Council on whether or not this issue was discussed. Ms. Cochrane asked Ms. Schwartz, if what she was asking was a new issue moving forward for the new year, what is the rollover amount? Is it the amount that organizations received previously or is it the lesser amount that was awarded in this last year?

Ms. Simmons responded that the way the Council needs to deal with this issue is based on data. The reason organizations were reduced is because of data and decisions were made based on where contractors were at programmatically. The same process or something similar needs to occur to determine restoration of funds, if there is money available. If there is a good rationale to determine a base line budget at some original amount that got decreased and can be justified by the data and performance, that makes sense to do the restoration.

The part that will be difficult is to make these decisions in a short amount of time. Ms. Simmons' office is committed to working with the PIC staff on separating out these two issues. Both issues should be dealt with in May since there is not much time left to deal with these issues.

Agenda Item #7- Update on Youth Council Committee and WIB Membership for '07-'08 year (Discussion Item)

Ms. Simmons responded that at the WIB level, it has been determined to delay all out WIB recruitment until the books can be rectified. By the fall, there should be a small, select group of potential members that would be considered for the full WIB. Ms. Simmons suggested a similar approach for the Youth Council.

Ms. Cochrane mentioned that as a member of the Transitional Youth Task Force, one of the recommendations by the task force is to strengthen the whole system and reconstitute the Youth Council.

Ms. Jasin asked if there was an opportunity for subcontractors to suggest or make recommendations for potential candidates for the WIB and the Youth Council.

Ms. Simmons replied yes, and to direct all recommendations to her staff, Marc Majors.

There was no public comment on this item.

Agenda Item #8-Update on the PIC Transition (Discussion Item)

Ms. Cochrane reported out on this item, since she is a board member and sits on the Finance Committee of the board for the PIC. There will be a board meeting on April 13th, where a snapshot of the PIC financial situation will be presented.

In addition to the consultants that Ms. Simmons brought on in January, the PIC hired consultants to help with the close-out and transition process. Ira Okun is the lead transition person/dissolution team leader.

The board adopted at the last PIC Board meeting, that the PIC doors will shut down completely on June 30, 2007 but there will be a skeleton crew of consultant staff to handle the house-keeping items that will occur after June 30th. Items such as reconciliations of contracts, audits, reports that need to go to the State, etc. The consultants will help with logistics and details around the legal close-out.

Ms. Jackson-Simpson asked if there would be a learning curve for PIC subcontractors that would enter into contract for the '07-'08 period, as the City has more strict requirements.

Ms. Simmons thought that most of the 18 vendors already receive contracts from the City. Therefore most of the vendors were already familiar with the City contractual process. If there were any new contractors, technical assistance and capacity building would be provided to them.

Laurie Ackerman [JVS] asked if it was possible to have a discussion with the contractors about last minute procedures.

Ms. Simmons stated that realistically it probably would not happen till after July, once the transition actually happens and things are a little more in order.

Agenda Item #9- Update on WIA Reauthorization (Discussion Item)

Ms. Simmons stated that there has not been a reauthorization yet. No updates or news to report on this matter.

Agenda Item #10- Director's Report (Discussion Item)

Ms. Simmons expressed that she pretty much already gave her report throughout the meeting. However, she took this time to present to the Council the One Stop assessment that was done by the consultants. With the completion of the assessment, moving forward, changes will be made with how the One Stops operate and look to the '08-'09 year, per the WIB's approval, send out One Stop dollars for bid because those dollars have never been procured.

Ms. Simmons' office has put together some policy guidelines for how the One Stops will operate for the '07-'08 year.

No comments by the general public.

Agenda Item #11- Chair's Report (Discussion Item)
None

Agenda Item #12- Public Testimony on Non-Agenda Items (Discussion Item)
None

Agenda Item #13- Future Agenda Items (Discussion Item)

- Mission Language and Vocational School will present at the next Youth Council Meeting
- Coordinate a presentation by City departments that will be increasing their youth employment funding

Agenda Item #14-Adjournment (Action Item)
Motion to adjourn the meeting was made by Claudia Jasin and second by Liz Jackson-Simpson
Ayes: Maggie Donahue, Benjie Williams, and Glenn Eagleson
Nays: None
Abstentions: None
Motion Passed

The meeting was adjourned at 5:55pm.

All written materials distributed at the meeting are posted on the Private Industry Council's website www.picsf.org, and are incorporated by reference herein.

WORKFORCE INVESTMENT SAN FRANCISCO

Local Workforce Investment Board for the City and County of San Francisco

NOTICE OF A PUBLIC MEETING
OF THE
YOUTH COUNCIL OF THE
WORKFORCE INVESTMENT SAN FRANCISCO BOARD

Date: Thursday, May 10, 2007
Time: 4:00 p.m. – 6:00 p.m.
Location: **Human Services Agency**
170 Otis, Born Auditorium
San Francisco, CA. 94103

8:55 am usf
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5/10/07

AGENDA APPEARS ON THE REVERSE SIDE

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Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force.

To obtain a free copy of the City's Sunshine Ordinance or to report a suspected violation, contact:

Adele Destro, Interim Administrator
Sunshine Ordinance Task Force
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4683
Telephone: 415-554-7724 Fax: 415-554-5163
E-mail: sotf@sfgov.org
The Sunshine Ordinance is available online at: http://www.sfgov.org/site/sunshine_index.asp?id=4673

OTHER ACCOMMODATIONS

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.

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Issued: Monday, May 7, 2007

AGENDA FOR
MEETING OF THE
YOUTH COUNCIL OF THE WISF BOARD
THURSDAY, MAY 10, 2007

Public Testimony will be taken throughout the meeting

1. Adoption of the Agenda *(Action Item)*
2. Public Testimony on Agenda Items *(Discussion Item)*
3. Adoption of minutes from the April 12, 2007 *(Action Item)**
4. Youth Agency Presentation with youth participation *(Discussion Item)*
5. Youth Providers Performance Assessment (*Action Item*)*
6. Update on WIA Funding Allocation Plan *(Discussion Item)**
7. PIC Transition Update (Discussion Item)*
8. Director's Report *(Discussion Item)*
9. Chair's Report *(Discussion Item)*
10. Public Testimony on Non-Agenda Items *(Discussion Item)*
11. Future Agenda Items *(Discussion Item)*
12. Adjournment (*Action Item*)

*** Materials Included**

Performance Assessment Score Summary

SUBCONTRACTOR	PY 05-06 Performance	PY 06-07 Performance	Self Evaluation	Total Score	04-07 Proposed Budget	PY 05-06 Award	PY 06-07 Award
Mission Language & Vocational School, Inc.	65	30	5	**100**	$466,738	$76,492	$76,492
Renaissance Parents of Success	65	30	5	**100**	$205,434	$88,681	$88,681
Asian Neighborhood Design	65	30	4.5	**99.5**	$286,579	$72,451	$72,451
International Institute of SF	65	28.64	5	**98.6**	$60,000	$59,807	$59,807
Mission Hiring Hall, Inc.	65	26	5	**96**	$94,378	$80,175	$80,175
San Francisco Sheriff's Department	56.79	30	5	**91.8**	$267,156	$76,283	$76,283
Indo-Chinese Housing Dev. Corp.	54.04	28.91	5	**88.0**	$131,242	$86,317	$86,317
Golden Gate Community, Inc	54.17	25.26	5	**84.4**	$248,980	$77,533	$77,533
LYRIC-Lavender Youth Recreation & Info.Center	45.43	30	5	**80.4**	$255,760	$78,895	$31,558
Family Service Agency S.F. TAPP	46.00	27.14	5	**78.1**	$469,606	$79,000	$79,000
Larkin Street Youth Services	42.18	28.13	5	**75.3**	$269,158	$81,183	$52,769
Lighthouse for the Blind & Visually Impaired	39.48	21.43	5	**66**	$31,927	$31,927	$31,927
Mission Neighborhood Centers/ RAP Coll.	33.62	24.55	5	**63**	$366,244	$78,908	$51,290
Jewish Vocational Service	27.81	30	5	**62.8**	$370,000	$80,075	$80,075
SF Learns	44.24	10	5	**59.2**	$262,160	$77,472	$50,357
The Family School	31.76	21	5	**57.8**	$301,948	$81,128	$81,128
Young Scholars Program	17.77	21	4	**42.8**	$290,703	$81,946	$32,778
Ingleside Community Center	13.85	21.43	0	35.3	$96,561	$64,810	$25,924
	46.23	**25.75**	**4.64**	76.6	**$4,474,574**	**$1,353,083**	**$1,134,545**
	average score	*average score*	*average score*	*average score*	*total*	*total*	*total*

5/3/07

WIA 1B YOUTH SUBCONTRACTOR

Budget and Cost Per Enrollment Summary

			PY 2005-2006			PY 2006-2007		
SUBCONTRACTOR	**Total Score**	**04-07 Proposed Budget**	**PY 05-06 Award**	**Planned Enrollment**	**Cost Per Enrollment**	**PY 06-07 Award**	**Planned Enrollment**	**Cost Per Enrollment**
Mission Language & Vocational School, Inc.	100	$466,738	$76,492	20	$3,825	$76,492	20	$3,825
Renaissance Parents of Success	100	$205,434	$88,681	2[illegible]	$3,856	$88,681	23	$3,856
Asian Neighborhood Design	99.5	$286,579	$72,451	14	$5,175	$72,451	10	$7,245
International Institute of SF	98.64	$60,000	$59,807	22	$2,719	$59,807	22	$2,719
Mission Hiring Hall, Inc.	96	$94,378	$80,175	15	$5,345	$80,175	15	$5,345
San Francisco Sheriff's Department	91.79	$267,156	$76,283	22	$3,467	$76,283	22	$3,467
Indo-Chinese Housing Dev. Corp.	87.95	$131,242	$86,317	55	$1,569	$86,317	55	$1,569
Golden Gate Community, Inc	84.43	$248,980	$77,533	19	$4,081	$77,533	19	$4,081
LYRIC-Lavender Youth Recreation & Info.Center	84.43	$255,760	$78,895	25	$3,156	$31,558	6	$5,260
Family Service Agency S.F. TAPP	78.1	$469,606	$79,000	21	$3,762	$79,000	21	$3,762
Larkin Street Youth Services	75.31	$269,158	$81,183	25	$3,247	$52,769	16	$3,298
Lighthouse for the Blind & Visually Impaired	65.91	$31,927	$31,927	19	$2,128	$31,927	14	$2,281
Mission Neighborhood Centers/ RAP Coll.	63.17	$366,244	$78,908	35	$2,255	$51,290	22	$2,331
Jewish Vocational Service	62.81	$370,000	$80,075	25	$3,203	$80,075	19	$4,214
SF Learns	59.24	$262,160	$77,472	24	$3,228	$50,357	15	$3,357
The Family School	57.76	$301,948	$81,128	25	$3,245	$81,128	20	$4,056
Young Scholars Program	42.77	$290,703	$81,946	25	$3,278	$32,778	10	$3,278
Ingleside Community Center	35.28	$96,561	$64,810	20	$3,241	$25,924	7	$3,703
			$1,353,083 *total grant awards*	**430** *total*	**$3,147** *average*	**$1,134,545** *total grant awards*	**336** *total*	**$3,377** *average*

WIA YOUTH SUBCONTRACTOR PERFORMANCE AND ASSESSMENT
JULY 1, 2005 TO MARCH 31, 2007

SIAN NEIGHBORHOOD DESIGN

PY 2005-2006 Performance

July 1, 2005 - March 31, 2007

erformance Indicators	Planned	Eligible	Actual	Score	California Minimum Standards	M=Met E=Exceeded F=Failed
nrollment	14		13	93%		
Y Skills Attainment	4		2	50%	67.4%	F
Y HS/GED Attainment	-	1	1	100%	56%	E
Y Placement in Employment	5		5	100%	60.4%	E
Y Placement in Education	1		3	300%		
Y HS/GED, Credential, License, Degree	3	12	10	83%	30%	E
				121%		

PY 2006-2007 Performance

July 1, 2006 - March 31, 2007

erformance Indicator	Planned	Actual	Score
nrollment	10	11	**110%**

Qualitative Assessment and Staff Recommendation

	Points Possible	Points Awarded
Self-Evaluation	5	**4.5**

Cumulative Score

Y 05-06 Performance (Maximum 65 Points)	PY 06-07 Performance (Maximum 30 Points)	Self Evaluation	Total Score
65	30	4.5	**99.5**

omments:

ND exceeded its goals for both PY 05-06 performance indicators and PY 06-07 enrollment. AND's scores speaks ghly of their success. Need some improvement in the area of record keeping, placement and follow up.

WIA YOUTH SUBCONTRACTOR PERFORMANCE AND ASSESSMENT
JULY 1, 2005 TO MARCH 31, 2007

FAMILY SERVICE AGENCY, TAPP

I. PY 2005-2006 Performance

July 1, 2005 - March 31, 2007

Performance Indicators	Planned	Eligible	Actual	Score	California Minimum Standards	M=Met E=Exceeded F=Failed
Enrollment	21		21	100%		
YY Skills Attainment	18		8	44%	67.4%	F
YY HS/GED Attainment	1	6	3	50%	56%	M
OY Placement in Employment	7		7	100%	60.4%	E
OY Placement in Education	3		4	133%		
OY HS/GED, Credential, License, Degree	5	14	0	0	30%	F
				71.3%		

II. PY 2006-2007 Performance

Performance Indicator	Planned	Actual	Score
Enrollment	21	19	**90.5%**

III. Qualitative Assessment and Staff Recommendation

	Points Possible	Points Awarded
Self-Evaluation	5	**5**

IV. Cumulative Score

PY 05-06 Performance (Maximum 65 Points)	PY 06-07 Performance (Maximum 30 Points)	Self Evaluation	Total Score
46	27.14	5	**78.1**

Comments:

FSA enrolled 7 younger youth for PY 05-06, of which 1 entered employment, and 3 entered post-secondary education. Older Youth that are enrolled in GED preparation work toward their certificate attainment, however they are not able to achieve it during the contract year. FSA is very efficient in keeping participants' records and submitting documents on time.

WIA YOUTH SUBCONTRACTOR PERFORMANCE AND ASSESSMENT
JULY 1, 2005 TO MARCH 31, 2007

;OLDEN GATE COMMUNITY, INC.

PY 2005-2006 Performance

July 1, 2005 - March 31, 2007

erformance Indicators	Planned	Eligible	Actual	Score	California Minimum Standards	M=Met E=Exceeded F=Failed
nrollment	19		19	100%		
Y Skills Attainment	12		18	150%	67.4%	E
Y HS/GED Attainment	3	6	3	50%	56%	M
'Y Placement in Employment	4		4	100%	60.4%	E
'Y Placement in Education	1		1	100%		
'Y HS/GED, Credential, License, Degree	-	8	0	0%	30%	F
				83%		

. PY 2006-2007 Performance

erformance Indicator	Planned	Actual	**Score**
nrollment	19	16	**84.2%**

I. Qualitative Assessment and Staff Recommendation

	Points Possible	Points Awarded
Self-Evaluation	5	**5**

/. Cumulative Score

'Y 05-06 Performance (Maximum 65 Points)	**PY 06-07 Performance (Maximum 30 Points)**	**Self Evaluation**	**Total Score**
54.17	25.26	5	**84.4**

omments:

GCI is a well-coordinated and well-organized program. The program has collaborative relationships with many her CBOs, and a good handle on the needs of their participants and the barriers they face. They are diligent with 'IA documents, responsive to PIC requests, and fully participate in trainings and other workforce development eetings. GGCI achieved the following positive outcomes that were not captured in the performance evaluation: 4 unger youth entered employment upon exiting the program and 3 younger youth entered post-secondary education. ogram challenges: enrollments late in the year, individual client barriers.

WIA YOUTH SUBCONTRACTOR PERFORMANCE AND ASSESSMENT
JULY 1, 2005 TO MARCH 31, 2007

INDO-CHINESE HOUSING DEVELOPMENT CORPORATION

I. PY 2005-2006 Performance

July 1, 2005 - March 31, 2007

Performance Indicators	Planned	Eligible	Actual	Score	California Minimum Standards	M=Met E=Exceeded F=Failed
Enrollment	55		50	91%		
YY Skills Attainment	38		79	208%	67.4%	E
YY HS/GED Attainment	8	10	10	100%	56%	E
OY Placement in Employment	5		0	0%	60.4%	F
OY Placement in Education	3		3	100%		
OY HS/GED, Credential, License, Degree	2	9	0	0%	30%	F
				83.1%		

II. PY 2006-2007 Performance

Performance Indicator	Planned	Actual	Score
Enrollment	55	53	**96.4%**

III. Qualitative Assessment and Staff Recommendation

Self-Evaluation	Points Possible	Points Awarded
	5	**5**

IV. Cumulative Score

PY 05-06 Performance (Maximum 65 Points)	PY 06-07 Performance (Maximum 30 Points)	Self Evaluation	Total Score
54.04	28.91	5	**87.9**

Comments:

Among all youth Subcontractors, IHDC has the highest number of participants to be served; therefore a lot of effort is being made on recruiting participants. IHDC improved in the area of submitting WIA documents. Outcomes not captured in PY 05-06 performance: 4 YY entered post-secondary education and 3 YY entered employment. IHDC should improve placement in employment and post-secondary education for older youth participants.

WIA YOUTH SUBCONTRACTOR PERFORMANCE AND ASSESSMENT
JULY 1, 2005 TO MARCH 31, 2007

INGLESIDE COMMUNITY CENTER

I. PY 2005-2006 Performance

July 1, 2005 - March 31, 2007

Performance Indicators	Planned	Eligible	Actual	Score	California Minimum Standards	M=Met E=Exceeded F=Failed
Enrollment	20		7	35%		
YY Skills Attainment	11		2	18%	67.4%	F
YY HS/GED Attainment	3	3	1	33%	56%	F
OY Placement in Employment	5		1	20%	60.4%	F
OY Placement in Education	2		0	0		
OY HS/GED, Credential, License, Degree	-	4	0	0	30%	F
				21%		

II. PY 2006-2007 Performance

Performance Indicator	Planned	Actual	Score
Enrollment	7	5	**71.4%**

III. Qualitative Assessment and Staff Recommendation

	Points Possible	Points Awarded
Self-Evaluation	5	**0**

IV. Cumulative Score

PY 05-06 Performance (Maximum 65 Points)	PY 06-07 Performance (Maximum 30 Points)	Self Evaluation	Total Score
13.85	21.43	0	**35.3**

Comments:

Ingleside Community Center points are very low. They did not meet the minimum standards for the year of 05-06. As for this year enrollments, they have 5 actual enrollments out of 7 planned. In addition, all the WIA Youth Subs were informed numerous of times at meetings and/or via e-mails regarding Self-Evaluations (details) and the deadline. They have not submitted their Self-Evaluation, which gives them a total of 0 points in that particular category.

WIA YOUTH SUBCONTRACTOR PERFORMANCE AND ASSESSMENT
JULY 1, 2005 TO MARCH 31, 2007

INTERNATIONAL INSTITUTE OF SAN FRANCISCO

I. PY 2005-2006 Performance

July 1, 2005 - March 31, 2007

Performance Indicators	Planned	Eligible	Actual	Score	California Minimum Standards	M=Met E=Exceeded F=Failed
Enrollment	22		26	118%		
YY Skills Attainment	19		64	337%	67.4%	E
YY HS/GED Attainment	3	7	7	100%	56%	E
OY Placement in Employment	-		-		60.4%	-
OY Placement in Education	-		-			
OY HS/GED, Credential, License, Degree	-	-	-		30%	-
				185%		

II. PY 2006-2007 Performance

Performance Indicator	Planned	Actual	Score
Enrollment	22	21	**95.5%**

III. Qualitative Assessment and Staff Recommendation

	Points Possible	Points Awarded
Self-Evaluation	5	**5**

IV. Cumulative Score

PY 05-06 Performance (Maximum 65 Points)	**PY 06-07 Performance (Maximum 30 Points)**	**Self Evaluation**	**Total Score**
65	28.64	5	**98.6**

Comments:
IISF success rate is 100%, accomplishment not captured in PY 05-06 performance is 6 younger youth entered post secondary education at exit and several more were captured at follow up. IISF submits all the required documents on time. IISF improved 100% in submitting delinquent documents.

WIA YOUTH SUBCONTRACTOR PERFORMANCE AND ASSESSMENT
JULY 1, 2005 TO MARCH 31, 2007

JEWISH VOCATIONAL SERVICE

I. PY 2005-2006 Performance

July 1, 2005 - March 31, 2007

Performance Indicators	Planned	Eligible	Actual	Score	California Minimum Standards	M=Met E=Exceeded F=Failed
Enrollment	25		25	100%		
YY Skills Attainment	10		4	40%	67.4%	F
YY HS/GED Attainment	4	12	1	8%	56%	F
OY Placement in Employment	4		3	75%	60.4%	E
OY Placement in Education	3		1	33%		
OY HS/GED, Credential, License, Degree	-	10	0	0	30%	F
				42.8%		

I. PY 2006-2007 Performance

Performance Indicator	Planned	Actual	Score
Enrollment	19	22	**116%**

II. Qualitative Assessment and Staff Recommendation

Self-Evaluation	Points Possible	Points Awarded
	5	**5**

V. Cumulative Score

PY 05-06 Performance (Maximum 65 Points)	PY 06-07 Performance (Maximum 30 Points)	Self Evaluation	Total Score
27.81	30	5	**62.8**

Comments:

ewish Vocational Service didn't score as high as we expected. However, this is a good program, the staff always kept in contact and always wanted to follow up on their participants process. Future planned #/goals set shouldn't be as high as year 05-06. They have exceeded their enrollment for this year (06-07) and they have placed 2 younger youth into employment.

WIA YOUTH SUBCONTRACTOR PERFORMANCE AND ASSESSMENT
JULY 1, 2005 TO MARCH 31, 2007

LARKIN STREET YOUTH SERVICES

I. PY 2005-2006 Performance

July 1, 2005 - March 31, 2007

Performance Indicators	Planned	Eligible	Actual	Score	California Minimum Standards	M=Met E=Exceeded F=Failed
Enrollment	25		14	56%		
YY Skills Attainment	7		7	100%	67.4%	E
YY HS/GED Attainment	2	1	1	100%	56%	E
OY Placement in Employment	12		7	58%	60.4%	M
OY Placement in Education	4		3	75%		
OY HS/GED, Credential, License, Degree	2	8	0	0	30%	F
				64.9%		

II. PY 2006-2007 Performance

Performance Indicator	Planned	Actual	Score
Enrollment	16	15	**93.8%**

III. Qualitative Assessment and Staff Recommendation

	Points Possible	Points Awarded
Self-Evaluation	5	**5**

IV. Cumulative Score

PY 05-06 Performance (Maximum 65 Points)	PY 06-07 Performance (Maximum 30 Points)	Self Evaluation	Total Score
42.18	28.13	5	**75.3**

Comments:

LSYS provides a comprehensive program to homeless and run away youth. LSYS enrolled 9 OY for PY 05-06, of which 7 were placed in employment. Outcomes not captured in 05-06 evaluation are 2 YY entered employment and 1 in post secondary education. LSYS has improved its operation of WIA funds. Younger youth outcomes not captured in this framework combined with the Older youth outcomes, overall gives LSYS 85% positive outcome rate.

WIA YOUTH SUBCONTRACTOR PERFORMANCE AND ASSESSMENT
JULY 1, 2005 TO MARCH 31, 2007

LIGHTHOUSE FOR THE BLIND AND VISUALLY IMPAIRED

I. PY 2005-2006 Performance

July 1, 2005 - March 31, 2007

Performance Indicators	Planned	Eligible	Actual	Score	California Minimum Standards	M=Met E=Exceeded F=Failed
Enrollment	15		13	87%		
YY Skills Attainment	9		13	144%	67.4%	E
YY HS/GED Attainment	1	4	0	0	56%	F
OY Placement in Employment	3		1	33%	60.4%	F
OY Placement in Education	2		2	100%		
OY HS/GED, Credential, License, Degree	-	7	0	0	30%	F
				61%		

II. PY 2006-2007 Performance

Performance Indicator	Planned	Actual	Score
Enrollment	14	10	**71.4%**

III. Qualitative Assessment and Staff Recommendation

	Points Possible	Points Awarded
Self-Evaluation	5	**5**

IV. Cumulative Score

PY 05-06 Performance (Maximum 65 Points)	PY 06-07 Performance (Maximum 30 Points)	Self Evaluation	Total Score
39.48	21.43	5	**66**

Comments:

Outcomes not captured in the PY 05-06 performance: 2 YY placed in post-secondary education. LHBVI is very efficient in record keeping and in submission of documents.

WIA YOUTH SUBCONTRACTOR PERFORMANCE AND ASSESSMENT
JULY 1, 2005 TO MARCH 31, 2007

LAVENDER YOUTH RECREATION AND INFORMATION CENTER

I. PY 2005-2006 Performance

July 1, 2005 - March 31, 2007

Performance Indicators	Planned	Eligible	Actual	Score	California Minimum Standards	M=Met E=Exceeded F=Failed
Enrollment	25		19	76%		
YY Skills Attainment	10		6	60%	67.4%	M
YY HS/GED Attainment	2	0	0	0%	56%	F
OY Placement in Employment	8		8	100%	60.4%	E
OY Placement in Education	6		11	183%		
OY HS/GED, Credential, License, Degree	1	15	0	0%	30%	F
				69.9%		

II. PY 2006-2007 Performance

Performance Indicator	Planned	Actual	Score
Enrollment	6	10	**167%**

III. Qualitative Assessment and Staff Recommendation

	Points Possible	Points Awarded
Self-Evaluation	5	**5**

IV. Cumulative Score

PY 05-06 Performance (Maximum 65 Points)	PY 06-07 Performance (Maximum 30 Points)	Self Evaluation	Total Score
45.43	30	5	**80.4**

Comments:
LYRIC's program is working well. Outcomes not captured in 05-06 performance evaluation are, 2 YY placement in employment and 3 in post-secondary education. Overall LYRIC improved 100% in regards to the operation of WIA funds. LYRIC submits required documents on time.

WIA YOUTH SUBCONTRACTOR PERFORMANCE AND ASSESSMENT
JULY 1, 2005 TO MARCH 31, 2007

MISSION HIRING HALL, INC.

I. PY 2005-2006 Performance

July 1, 2005 - March 31, 2007

Performance Indicators	Planned	Eligible	Actual	Score	California Minimum Standards	M=Met E=Exceeded F=Failed
Enrollment	15		18	120%		
YY Skills Attainment	7		8	114%	67.4%	E
YY HS/GED Attainment	2	2	0	0	56%	F
OY Placement in Employment	4		8	200%	60.4%	E
OY Placement in Education	1		9	900%		
OY HS/GED, Credential, License, Degree	1	13	0	0	30%	F
				222%		

I. PY 2006-2007 Performance

Performance Indicator	Planned	Actual	Score
Enrollment	15	13	**86.7%**

II. Qualitative Assessment and Staff Recommendation

	Points Possible	Points Awarded
Self-Evaluation	5	**5**

V. Cumulative Score

PY 05-06 Performance (Maximum 65 Points)	PY 06-07 Performance (Maximum 30 Points)	Self Evaluation	Total Score
65	26	5	**96**

Comments:
Mission Hiring Hall, their score speaks for itself.

WIA YOUTH SUBCONTRACTOR PERFORMANCE AND ASSESSMENT
JULY 1, 2005 TO MARCH 31, 2007

MISSION LANGUAGE AND VOCATIONAL SCHOOL

I. PY 2005-2006 Performance

July 1, 2005 - March 31, 2007

Performance Indicators	Planned	Eligible	Actual	Score	California Minimum Standards	M=Met E=Exceeded F=Failed
Enrollment	20		20	100%		
YY Skills Attainment	6		21	350%	67.4%	E
YY HS/GED Attainment	4	3	3	100%	56%	E
OY Placement in Employment	6		4	67%	60.4%	E
OY Placement in Education	2		3	150%		
OY HS/GED, Credential, License, Degree	7	11	6	55%	30%	E
				136.9%		

II. PY 2006-2007 Performance

Performance Indicator	Planned	Actual	Score
Enrollment	20	21	**105%**

III. Qualitative Assessment and Staff Recommendation

Self-Evaluation	Points Possible	Points Awarded
	5	**5**

IV. Cumulative Score

PY 05-06 Performance (Maximum 65 Points)	PY 06-07 Performance (Maximum 30 Points)	Self Evaluation	Total Score
65	30	5	**100.0**

Comments:

MLVS is an outstanding program with a longstanding history. They have established solid reputation with their clients and with the community. The program has a multitude of comprehensive services and meets/exceeds performance goals for youth. Submission of WIA documents is timely and accurate. MLVS is very attentive to PIC requests, and is a strong advocate and partner for workforce development in San Francisco. MLVS achieved the following positive outcomes that were not captured in the performance evaluation: 4 younger youth entered employment upon exiting the program and 2 younger youth entered post secondary education or advanced training. Program challenges: childcare, participants need financial support to complete FT training program.

WIA YOUTH SUBCONTRACTOR PERFORMANCE AND ASSESSMENT
JULY 1, 2005 TO MARCH 31, 2007

MISSION NEIGHBORHOOD CENTERS

I. PY 2005-2006 Performance

July 1, 2005 - March 31, 2007

Performance Indicators	Planned	Eligible	Actual	Score	California Minimum Standards	M=Met E=Exceeded F=Failed
Enrollment	35		27	77%		
YY Skills Attainment	14		31	221%	67.4%	E
YY HS/GED Attainment	10	17	2	12%	56%	F
OY Placement in Employment	10		0	0	60.4%	F
OY Placement in Education	5		0	0		
OY HS/GED, Credential, License, Degree	2	8	0	0	30%	F
				51.7%		

II. PY 2006-2007 Performance

Performance Indicator	Planned	Actual	Score
Enrollment	22	18	**81.8%**

III. Qualitative Assessment and Staff Recommendation

Self-Evaluation	Points Possible	Points Awarded
	5	**5**

IV. Cumulative Score

PY 05-06 Performance (Maximum 65 Points)	**PY 06-07 Performance (Maximum 30 Points)**	**Self Evaluation**	**Total Score**
33.62	24.55	5	**63**

Comments:
Mission Neighborhood Centers didn't score that high. If recommended, they should focus more on the placement in Employment and Education for the older youth. Only one staff person serves the youth and does the WIA paperwork, and she informed PIC that she's has been swamped. They definitely need more assistance, which will help them next time around.

WIA YOUTH SUBCONTRACTOR PERFORMANCE AND ASSESSMENT
JULY 1, 2005 TO MARCH 31, 2007

RENAISSANCE PARENTS OF SUCCESS

I. PY 2005-2006 Performance

July 1, 2005 - March 31, 2007

Performance Indicators	Planned	Eligible	Actual	Score	California Minimum Standards	M=Met E=Exceeded F=Failed
Enrollment	23		23	100%		
YY Skills Attainment	15		49	327%	67.4%	E
YY HS/GED Attainment	5	10	4	40%	56%	E
OY Placement in Employment	-		-		60.4%	-
OY Placement in Education	-		-			
OY HS/GED, Credential, License, Degree	-	-	-		30%	-
				156%		

II. PY 2006-2007 Performance

Performance Indicator	Planned	Actual	Score
Enrollment	23	25	**109%**

III. Qualitative Assessment and Staff Recommendation

Self-Evaluation	Points Possible	Points Awarded
	5	**5**

IV. Cumulative Score

PY 05-06 Performance (Maximum 65 Points)	PY 06-07 Performance (Maximum 30 Points)	Self Evaluation	Total Score
65	30	5	**100**

Comments:
RPS is a great program that is intimately involved with the youth they serve. They demonstrate a great understanding and primarily serve foster youth with intense educational and social barriers. While there have been some challenges with WIA documentation, the effort put into resolving issues is commendable. Participation in workforce development meetings is good. RPS achieved the following positive outcomes that were not captured in the performance evaluation: 9 younger youth entered employment upon exiting the program.
Program challenges: certification process, WIA documentation, technical assistance.

WIA YOUTH SUBCONTRACTOR PERFORMANCE AND ASSESSMENT
JULY 1, 2005 TO MARCH 31, 2007

SAN FRANCISCO SHERIFF'S DEPARTMENT

I. PY 2005-2006 Performance

July 1, 2005 - March 31, 2007

Performance Indicators	Planned	Eligible	Actual	Score	California Minimum Standards	M=Met E=Exceeded F=Failed
Enrollment	22		20	91%		
YY Skills Attainment	3		9	300%	67.4%	E
YY HS/GED Attainment	1	1	0	0	56%	F
OY Placement in Employment	9		6	67%	60.4%	E
OY Placement in Education	3		2	67%		
OY HS/GED, Credential, License, Degree	3	14	0	0	30%	F
				87.4%		

II. PY 2006-2007 Performance

Performance Indicator	Planned	Actual	Score
Enrollment	22	22	**100%**

III. Qualitative Assessment and Staff Recommendation

	Points Possible	Points Awarded
Self-Evaluation	5	**5**

IV. Cumulative Score

PY 05-06 Performance (Maximum 65 Points)	**PY 06-07 Performance (Maximum 30 Points)**	**Self Evaluation**	**Total Score**
56.79	30	5	**91.8**

Comments:
SFSD is an excellent program. They have achieved tremendous results and met all their goals despite the overwhelming multitude of barriers faced by the population they serve, ex-offenders. They have good connections with other local service providers. SFSD is responsive to programmatic requests and fully participates in training and other workforce development meetings. SFSD achieved the following positive outcomes that were not captured in the performance evaluation: 3 younger youth entered employment upon exiting the program and 3 younger youth entered post-secondary education. SFSD would have met their goals in employment for older youth and exceeded their goals in placement in education if 18-year-old participants were included in the performance measures for older youth.
Program challenges: retention and follow-up.

WIA YOUTH SUBCONTRACTOR PERFORMANCE AND ASSESSMENT
JULY 1, 2005 TO MARCH 31, 2007

SAN FRANCISCO LEARNS

I. PY 2005-2006 Performance

July 1, 2005 - March 31, 2007

Performance Indicators	Planned	Eligible	Actual	Score	California Minimum Standards	M=Met E=Exceeded F=Failed
Enrollment	24		21	88%		
YY Skills Attainment	24		28	117%	67.4%	E
YY HS/GED Attainment	2	4	0	0	56%	F
OY Placement in Employment	-		-		60.4%	-
OY Placement in Education	-		-			
OY HS/GED, Credential, License, Degree	-	-	-		30%	-
				68.1%		

II. PY 2006-2007 Performance

Performance Indicator	Planned	Actual	Score
Enrollment	15	5	**33.3%**

III. Qualitative Assessment and Staff Recommendation

	Points Possible	Points Awarded
Self-Evaluation	5	**5**

IV. Cumulative Score

PY 05-06 Performance (Maximum 65 Points)	PY 06-07 Performance (Maximum 30 Points)	Self Evaluation	Total Score
44.24	10	5	**59.2**

Comments:

San Francisco Learns Executive Director informed me at our site visit that she will not be seeking WIA funds next year, due to limited capacity and the amount of WIA paperwork.

WIA YOUTH SUBCONTRACTOR PERFORMANCE AND ASSESSMENT
JULY 1, 2005 TO MARCH 31, 2007

HE FAMILY SCHOOL

. PY 2005-2006 Performance

July 1, 2005 - March 31, 2007

erformance Indicators	Planned	Eligible	Actual	Score	California Minimum Standards	M=Met E=Exceeded F=Failed
nrollment	25		20	80%		
Y Skills Attainment	4		6	150%	67.4%	E
Y HS/GED Attainment	2	5	0	0	56%	F
Y Placement in Employment	14		2	14%	60.4%	F
Y Placement in Education	-		-			
Y HS/GED, Credential, License, Degree	2	8	0	0	30%	F
				48.9%		

. PY 2006-2007 Performance

erformance Indicator	Planned	Actual	Score
nrollment	20	14	**70%**

I. Qualitative Assessment and Staff Recommendation

Self-Evaluation	Points Possible	Points Awarded
	5	**5**

V. Cumulative Score

PY 05-06 Performance (Maximum 65 Points)	PY 06-07 Performance (Maximum 30 Points)	Self Evaluation	Total Score
31.76	21	5	**57.8**

omments:

FS placed 1 YY in employment and 1 in post-secondary education for PY 05-06. TFS also enrolled three (3) dditional participants of PY 06-07. TFS provides GED preparation and Job Readiness Training. TFS did not meet eir program goals.

WIA YOUTH SUBCONTRACTOR PERFORMANCE AND ASSESSMENT
JULY 1, 2005 TO MARCH 31, 2007

YOUNG SCHOLARS PROGRAM

I. PY 2005-2006 Performance

July 1, 2005 - March 31, 2007

Performance Indicators	Planned	Eligible	Actual	Score	California Minimum Standards	M=Met E=Exceeded F=Failed
Enrollment	25		12	48%		
YY Skills Attainment	25		4	16%	67.4%	F
YY HS/GED Attainment	12	1	1	100%	56%	E
OY Placement in Employment	-		-		60.4%	-
OY Placement in Education	-		-			
OY HS/GED, Credential, License, Degree	-	-	-		30%	-
				27.3%		

II. PY 2006-2007 Performance

Performance Indicator	Planned	Actual	Score
Enrollment	10	7	**70%**

III. Qualitative Assessment and Staff Recommendation

	Points Possible	Points Awarded
Self-Evaluation	5	**4**

IV. Cumulative Score

PY 05-06 Performance (Maximum 65 Points)	PY 06-07 Performance (Maximum 30 Points)	Self Evaluation	Total Score
17.77	21	4	**42.8**

Comments:

YSP provides a unique and specialized service to WIA youth. Their primary focus is preparing youth to get a 4-year college education. This goal is consistently achieved for the number of youth that are eligible to graduate. Timely completion of paperwork and responsiveness to PIC requests has been challenging, however participation in workforce development meetings and trainings is adequate.

Program challenges: capacity/staff, timely and complete submission of paperwork

CITY AND COUNTY OF SAN FRANCISCO
GAVIN NEWSOM, MAYOR

MAYOR'S OFFICE OF ECONOMIC AND
WORKFORCE DEVELOPMENT

RHONDA SIMMONS, DIRECTOR
WORKFORCE DEVELOPMENT DEPARTMENT

Memorandum

Date: April 24, 2007

To: WISF Executive Committee

From: Rhonda Simmons, Director of Workforce Development, Mayor's Office

Subject: 2007-2008 Proposed WIA Budget Allocation

The Mayors Office of Economic and Workforce Development (MOEWD) proposes the following percentage allocation for WIA formula funds for the 2007-2008 fiscal and program year. The State has not yet provided the local areas with preliminary or final budget allocations for Adult, Dislocated Worker, and Youth programs; however, MOEWD has been advised that a conservative estimate of the total allocation will be 90% of the current year's WIA allocation. In 2006-2007, the final allocation of WIA funds to San Francisco was:

Adult	$2,218,156
Dislocated Worker	$2,398,502
Youth	$2,045,962
Total	$6,662,620

90% of this allocation would be approximately $6,000,000 among the three program areas. This is the amount that MOEWD has used to approximate funding levels for the service areas in the next fiscal year.

MOEWD staff and PIC consultants reviewed prior year allocations to the three service areas for Adults and Dislocated Workers, as well as determining needed additional funds to strengthen particular aspects- namely case management and other intensive services. MOEWD asks the Executive Committee of the WISF to approve the funding allocation percentages as outlined in the attached budget.

MOEWD will use these allocations to continue planning service delivery procurement and contracting guidelines for 2007-2008, and will provide the Executive Committee with the final budget allocation proposal as soon as those numbers are available from the State Employment Development Department.

Definitions:
Core services include job search and placement assistance (including career counseling); labor market information (which identifies job vacancies; skills needed for in-demand jobs; and local, regional, and national employment trends); initial assessment of skills and needs; information about available services; and some follow-up services to help customers keep their jobs once they are placed.

Intensive services provided by direct services providers will include more comprehensive assessments, development of individual employment plans, group and individual counseling, case management, and short-term pre-vocational services.

In cases where qualified customers receive intensive services and are still not able to find jobs, they may receive **training services** that are directly linked to job opportunities in their local area. These services may include occupational skills training, on-the-job training, entrepreneurial training, skill upgrading, adult education, and literacy activities in conjunction with other training.

SEAL OF THE CITY AND COUNTY OF SAN FRANCISCO

MAYOR'S OFFICE OF ECONOMIC AND
WORKFORCE DEVELOPMENT

RHONDA SIMMONS, DIRECTOR
WORKFORCE DEVELOPMENT DEPARTMENT

WIA Proposed Budget Allocation 2007-2008

	FY 04-05		FY 05-06		FY 07-08	
	Expended	Percentage	Expended	Percentage	**Proposed**	**Approx Allocation**
WIA Adult Expenditures	$2,283,286		$1,532,776			**$2,000,000**
Admin	$228,328	10%	$153,277	10%	**10%**	**$200,000**
Core Services	$891,068	39%	$626,989	41%	**30%**	**$600,000**
ntensive Services	$765,616	34%	$209,660	14%	**30%**	**$600,000**
Training	$323,542	14%	$403,665	26%	**25%**	**$500,000**
Support Services	$74,732	3%	$139,185	9%	**5%**	**$100,000**
WIA Dislocated Expenditures	$2,680,044		$2,408,465			**$2,000,000**
Admin	$268,004	10%	$240,846	10%	**10%**	**$200,000**
Core Services	$983,970	37%	$1,048,696	44%	**30%**	**$600,000**
ntensive Services	$256,370	10%	$82,897	3%	**30%**	**$600,000**
Training	$878,697	33%	$998,681	41%	**25%**	**$500,000**
Support Services	$293,003	11%	$37,345	2%	**5%**	**$100,000**
VIA Youth Expenditures						**$2,000,000**
Admin					**10%**	**$200,000**
Service Delivery*					**90%**	**$1,800,000**

Youth Council will propose
llocations for FY 2007-08
unds in May

CITY AND COUNTY OF SAN FRANCISCO
GAVIN NEWSOM, MAYOR

MAYOR'S OFFICE OF ECONOMIC AND
WORKFORCE DEVELOPMENT

RHONDA SIMMONS, DIRECTOR
WORKFORCE DEVELOPMENT DEPARTMENT

Memorandum

Date: May 4, 2007
To: San Francisco Youth Council
From: Rhonda Simmons, Director of Workforce Development
Subject: 2007-2008 WIA Youth Allocation and Contractor Assessment

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ACTION REQUESTED

The Youth Council is asked to recommend action to the WISF to allocate WIA Title 1B Youth funds for administration, program support, support services, and service delivery for the Program Year that begins on July 1, 2007.

BACKGROUND

On April 25, 2007, the Executive Committee of the Workforce Investment San Francisco (WISF) Board ratified the March 8, 2007 Youth Council action to adopt the youth services recommended assessment framework and process. The recommended assessment framework and process covers the period July 1, 2005 to March 31, 2007.

The assessment framework was developed to provide the Youth Council with meaningful indicators of subcontractor performance that could be substantiated by data. For each of the quantitative indicators, subcontractors were assessed against their individual contracted performance goals. A qualitative measure based on a written self-assessment and PIC staff recommendation was also incorporated into the final scores.

In addition, the Youth Council has also requested to include the State's performance requirements to provide comparison on how each subcontractor performed. The final scores for individual contractors as well as summary sheets are attached to this memo.

RECOMMENDATIONS

Staff recommends that the Youth Council take the following actions:

1. Determine a threshold of funding eligibility based on performance.
   Last year, the Council decided to only fund those projects that scored 75 or above. This score was based on two indicators: enrollment and the contractor self assessment. This year, the Council adopted a more rigorous framework based on performance over the previous two years, as well as a self assessment.

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2. Fully fund at 2006-2007 levels those contracts which meet or exceed the eligibility threshold.

3. Fund at 2005-2006 levels those contractors that scored above the average on the current assessment (average score = 76.6), provided that they also meet the eligibility threshold as determined by the Council.

4. For those contracts that meet the Councils threshold for funding, authorize MOEWD staff to negotiate new performance goals and scopes of service for 2007-2008 WIA youth contracts.

5. Allocate WIA Youth funds based on the following formula:

Administration	10%	$182,312
Program Support	23%	$419,318
Support Services	2%	$36,462
Youth Service Delivery*	65%	$1,185,030
Total	**100%**	**$1,823,123**

**Service Delivery includes funding for One Stop services, youth training contracts, and any pilot initiatives in 2007-2008.*

IMPLICATIONS

If the Youth Council sets the eligibility threshold at a score of 75 or greater, 11 of the 18 current contracts would receive funding, at an approximate cost of $857,000.

If the Youth Council sets the eligibility threshold at a score of 76.6 or greater, 10 of the 18 current contracts would receive funding, at an approximate cost of $776,000.

If the Youth Council sets the eligibility threshold at a score of 60 or greater, 14 of the 18 current contracts would receive funding, at an approximate cost of $1,050,000.

The Council may also consider partially funding contracts which fall below the threshold of full funding eligibility.

Each of the recommendations outlined above are contingent on continuing availability for WIA Title 1B Youth funds in an amount necessary to meet current and future needs and obligations.

WORKFORCE INVESTMENT SAN FRANCISCO

Local Workforce Investment Board for the City and County of San Francisco

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MINUTES OF THE
MAY 10, 2007 MEETING OF THE
YOUTH COUNCIL OF THE
WORKFORCE INVESTMENT SAN FRANCISCO (WISF) BOARD

The meeting was held at the Human Services Agency, Born Auditorium – 170 Otis, San Francisco.

PRESENT:
Liz Jackson-Simpson, Ann Cochrane, Glenn Eagleson, Benjie Williams, Claudia Jasin, Dana Fairchild, and Vivian Stern-Turner,
ABSENT:
Maggie Donahue and Belinda Jeffries

74.59
2
10/07

PUBLIC (AS EVIDENCED BY THE SIGN IN SHEET):
Harriet Larkin, Steven Sanford, Laurie Ackerman, Mitchell Salazar, Steven Suzuki, Jamie Brewster, Michael Lynch, Tempi Priestly, Calen Perkins, Peter Gerharz, Monica Garcia, Cesar Hernandez, Stacy La Fargue, Elizabeth Canacho, Patrick Mitchell, Ciala Wade, Malk Cole, Ramona Massey, Roy Recio, Jodi Schwartz, Katie Fleming, Dean Oshido, Ricardo Alva, Charlene Clemmings, Lanya Samuelson, Charles ?, Kameisha James, Imani Haygood, Amy Wallace, Kriztina Palone and Marc Majors

Meeting began 4:03pm, with a quorum present.

Agenda Item #1 Adoption of the Agenda
Motion to adopt the agenda was made by Vivian Stern-Turner and second by Dana Fairchild.
Ayes: Ann Cochrane, Liz Jackson-Simpson, Claudia Jasin, Glenn Eagleson, and Benjie Williams
Nays: None
Abstentions: None
Motion Passed

Agenda Item #2 Public Testimony on Agenda Items
None – Ms. Cochrane reminded the audience that public testimony would be taken throughout the agenda.

Agenda Item #3-Adoption of the minutes from 04.12.2007 Youth Council Meeting
Motion to adopt the minutes was made by Claudia Jasin and second by Glenn Eagleson
Ayes: Liz Jackson-Simpson, Vivian Stern-Turner, Benjie Williams, Ann Cochrane and Dana Fairchild
Nays: None
Abstentions: None
Motion Passed

Agenda Item #4-Youth Agency Presentation: Mission Language and Vocational School (Discussion Item)

Luis Camacho [Program Coordinator, MLVS] brought two youth participants from the MLVS [Mission Language and Vocational School] program, Cesar and Monica.

Mr. Camacho [MLVS] described the following about his organization:

- There are two youth programs: one funded by DCYF [Department of Children, Youth and their Families] for youth currently enrolled in high school and seeking to obtain their diploma and the second program is for WIA youth
- Enrollees who graduate from the MLVS program, the Youthnet Program, move on to the clerical or the vocational programs.

Youth Participants:

Cesar Hernandez stated that he joined MLVS at 16 years old because he was below high school credits. He joined the Youthnet Program, graduated from that program and went on to the clerical program. Cesar went on to City College and is currently at San Francisco State majoring in Engineering and Physical Therapy. He thanked the Council for their support of MLVS and expressed his gratitude for the MLVS programs, who helped him get to where he is now.

Monica Garcia presented that she enrolled into MLVS because she was below credits in high school. She wanted to graduate on time and get her grades up. Monica went into the Medical Assisting Program at MLVS. She is working towards becoming a nurse. The program was extremely helpful. Monica thanked the Council for supporting MLVS.

Questions by the Council:

Ms. Stern-Turner asked how both youth learned of MLVS programs? Monica Garcia responded that she found out through her high school counselor and Cesar Hernandez stated that his mother told him about the program.

Agenda Item #5-Youth Providers Performance Assessment (Action Item)

Ms. Cochrane began this section of the meeting, by acknowledging Amy Wallace [Mayor's Office of Economic and Workforce Development, MOEWD] and Alfredo Fajardo [Private Industry Council, PIC] for all their work in coordinating all the data and presenting a well organized packet of information for the Council members.

Amy Wallace [MOEWD] and Alfredo Fajardo [PIC] presented the Council with a packet of information that included the assessment scores and the agency self-evaluations. The recommendations that the MOEWD and PIC staff were asking of the Council was to determine a threshold score by which continued funding for contractors would be determined.

Amy Wallace [MOEWD] stated that there were changes made to the data since the packets were released to the Council members and the general public. With the memo [See memo titled: " 2007-2008 WIA Youth Allocation and Contractor Assessment"] that went out with the recommendations to the Council from MOEWD and PIC staff, there were changes to the data for JVS [Jewish Vocational Services], who were concerned that there were some inaccuracies in the data. Changes were made to the JTA score for JVS. Amy [MOEWD] distributed a new sheet with the accurate data that changed JVS' score. [See hand-out titled " Jewish Vocational Service"].

Amy Wallace [MOEWD] highlighted that the WIA Youth allocation from the State was approximately 1.8 million dollars, making the allocation about $400, 000 less than what was received in the previous year.

Amy [MOEWD] discussed the five recommendations that the staff were asking the Council to consider. [Refer to Memo "2007- 2008 WIA Youth Allocation and Contractor

Assessment"] In short, the recommendations were as follows:

- Determine a threshold of funding eligibility based on performance
- Fully fund at 2006-2007 levels those contracts which meet or exceed the eligibility threshold
- Fund at 2005-2006 levels those contractors that scored above the average on the current assessment, provided that they meet the eligibility threshold determined by the Council
- For contracts that meet the threshold, give MOEWD staff authorization to negotiate new performance goals and scopes of service for 2007-2008 WIA Youth contracts.
- Allocate WIA Youth funds based on the following formula:
    - Administration 10% ($182, 312)
    - Program Support 23% ($419, 318)
    - Support Services 2% ($36, 462)
    - Youth Service Delivery 65% ($ 1,185,030)
    - Total: $1,823,123

Questions by the Council members:

Ms. Cochrane asked what the allocation to the One Stop Centers would be. Ms. Simmons responded that that has not been determined yet.

Ms. Jasin asked if there are any remaining funds after the Council gives contracts for the '07-'08 fiscal year, do those funds have to go to the One Stops? Ms. Simmons stated that there is a commitment to fund the One Stops. The One Stops have been notified that this would be the last year that they will receive funds in this way. There will be will be differences in their scopes of work and what will be required of the One Stops. For the '08-'09 fiscal year, any WIA funding that is related to the One Stops will get procured out. The One Stop contract has not been negotiated at this time.

Ms. Jasin requested a complete budget from the One Stop, with line-item details. Ms. Simmons assured Ms. Jasin that the Council will receive that information and is looking to the Council to give some direction on how that money is spent moving forward, specifically looking at how that money gets put into the One Stop's contract with some accountability to it.

Ms. Jackson-Simpson asked if a cap could be put on the amount of money allocated to the One Stop. Ms. Simmons said there is. The One Stop has a range based on what they got in the past. Their range is about $774K - $931K.

Ms. Jasin had some concern about support services, specifically the demand for child care, in order for the programs to be successful. Ms. Simmons responded that she had Alfredo [PIC] provide the data on the child care dollars and currently, as well as in past years, this money is not being utilized.

Ms. Jasin also requested data on the percentage of youth participants that are being served by the One Stop. Ms. Simmons stated that her office just received that information, and could provide the details to Ms. Jasin directly.

Ms. Jasin asked if COLA's [Cost Of Living Assessment] were considered in the contracts. Amy Wallace [MOEWD] responded that COLA's were not considered at this point, but that would be a part of the negotiation process and will take that into account.

Public Comment:

Peter Gerharz, Larkin Street Youth Center, stated for the '06-'07 Performance numbers, it was listed that they had 15 enrolled, but they had one more enrolled after the deadline. That additional enrollee would raise their score. They also had a clean audit and would like the Council to consider this information.

Michael Lynch, The Family School, asked the Council to consider funding his organization for the support services that they provide, since his organization did not meet the threshold, although they have 20 enrolled not 13. Ms. Cochrane asked Mr. Lynch [The Family School], how much money would be needed to fund his support services? Mr. Lynch responded that he would need 1/3 of what he is currently receiving.

Jodi Schwartz, LYRIC thanked the Council for recognizing their improvements and recommendations.

Steve with Asian Neighborhood Design [A.N.D.] appreciated the support from the Council.

Laurie Ackerman, JVS [Jewish Vocational Services] thanked the PIC and MOEWD staff for making the corrections on their behalf.

Tempi Priestly, Renaissance, thanked the PIC staff, especially Imani, for being so helpful. Ms. Priestly asked the Council, to consider her organization if there is any extra money, to get an increase in their allocation.

Ricardo Alva, MLVS [Mission Language and Vocational School] stated that he did not feel comfortable with the framework for this evaluation, nor how it was set up.

Charlene Clemmings, FSA/SF [Family Service Agency – S.F. TAPP] stated that her organizations numbers were low because they got caught up in the third quarter, with graduation and other youth activities. Ms. Clemmings thanked the PIC staff for all of their help.

Ms. Jackson-Simpson made a motion to fully fund (100% funding) organizations that scored 75 and above, and partial funding (60% funding) for organizations within the 60-70 range. Mr. Eagleson seconds the motion.
Ayes: None
Nays: Ann Cochrane, Claudia Jasin, Dana Fairchild, Benjie Williams, and Vivian Stern-Turner
Abstentions: None
Motion did not pass

Ms. Simmons reiterated the importance of creating the performance evaluation and holding true to the framework that was laid out for this process. There has to be a performance based matrix to hold accountability because performance dictates the quality of how people are served.

Mr. Eagleson called the question.

A new motion was made by Mr. Eagleson stating to fully fund organizations that scored 75 and above at the 2006-2007 levels that meet or exceed the eligible threshold of 75 or higher. The motion was second by Ms. Jackson-Simpson.
Ayes: Ann Cochrane, Claudia Jasin, Dana Fairchild, Benjie Williams, and Vivian Stern-Turner,
Nays: None

Abstentions: None
Motion Passed

Claudia Jasin moved that the Council fund at the 2005-2006 levels those contractors that scored above the average on the current assessment, provided that they also meet the eligibility threshold of 75 or above. Vivian Stern-Turner seconds the motion.

Public Comment: How many agencies does that impact? Ms. Cochrane responded two agencies would be impacted by that motion.

Ayes: Glenn Eagleson, Liz Jackson-Simpson, Dana Fairchild, Benjie Williams and Ann Cochrane
Nays: None
Abstentions: None
Motion Passed

Liz Jackson-Simpson moved that the Council authorize MOEWD staff to negotiate new performance goals and scopes of service for 2007-2008 WIA Youth contracts. Dana Fairchild second the motion.

Public Comment: none

Ayes: Ann Cochrane, Glenn Eagleson, Benjie Williams, Vivian Stern-Turner, and Claudia Jasin
Nays: None
Abstentions: None
Motion Passed

Benjie Williams motioned to have the Council allocate WIA Youth funds based on the proposed formula presented by the PIC and MOEWD staff [See Memo titled 2007-2008 WIA Youth Allocation and Contractor Assessment" for formula]. Dana Fairchild second the motion.

Public Comment:

Amy Wallace [MOEWD] emphasized to the Council that the formula was approved by the Executive Committee, with the 90% being less flexible. Ms. Simmons reminded the Council that there hasn't been any negotiated amount to the One Stop at this time. However, the One Stop will have to submit to MOEWD a program model, a cost allocation methodology and new scope of services in a much more structured way.

Ms. Stern-Turner asked what the timeline was on the One Stop receiving this funding. Ms. Simmons responded that within the next 6 weeks, before July 1, 2007.

Ayes: Ann Cochrane, Glenn Eagleson, Claudia Jasin, Liz Jackson-Simpson, and Vivian Stern-Turner
Nays: None
Abstentions: None
Motion Passed

Agenda Item #6- Update on WIA Funding Allocation Plan (Discussion Item)

The Council agreed that this report out was completed in agenda item #5.

Agenda Item #7- PIC Transition Update (Discussion Item)

Ms. Simmons reported that the target close-out date is June 30th. Ms. Simmons is currently working with the Close-Out Team to figure out the fiscal issues and hope to have that completed by end of May/June. PIC will stay open temporarily after the 30th of June. PIC staff have received lay-off notices. WIA dollars will move to Ms. Simmons' office, in MOEWD [Mayor's Office of Economic and Workforce Development].

Ms. Simmons stated that she presents before the Board of Supervisors on May 23rd. Her goal is not to have any break in services and is working with the State and City Attorney's offices to ensure everything is being done properly. If there are any additional dollars left, there will be a procurement process on those dollars.

Agenda Item #8- Director's Report (Discussion Item)

Please agenda items #5-#7.

Agenda Item #9- Chair's Report (Discussion Item)

None

Agenda Item #10- Public Testimony on Non-Agenda Items (Discussion Item)

None

Agenda Item #11 Future Agenda Items - (Discussion Item)

- LYRIC will present at the next Youth Council Meeting

Agenda Item #12-Adjournment (Action Item)
Motion to adjourn the meeting was made by Claudia Jasin and second by Liz Jackson-Simpson
Ayes: Ann Cochrane, Benjie Williams, Vivian Stern-Turner, Dana Fairchild and Glenn Eagleson
Nays: None
Abstentions: None
Motion Passed

The meeting was adjourned at 5:55pm.

All written materials distributed at the meeting are posted on the Private Industry Council's website www.picsf.org, and are incorporated by reference herein.

WORKFORCE INVESTMENT SAN FRANCISCO

Local Workforce Investment Board for the City and County of San Francisco

NOTICE OF A PUBLIC MEETING OF THE YOUTH COUNCIL OF THE WORKFORCE INVESTMENT SAN FRANCISCO BOARD

Date: Thursday, June 14, 2007
Time: 4:00 p.m. – 6:00 p.m.
Location: **Human Services Agency**
170 Otis, Born Auditorium
San Francisco, CA. 94103

11:10 am mf
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To obtain a free copy of the City's Sunshine Ordinance or to report a suspected violation, contact:

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Sunshine Ordinance Task Force
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4683
Telephone: 415-554-7724 Fax: 415-554-5163
E-mail: sotf@sfgov.org
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Issued: Monday, June 11, 2007

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Telephone 415.923.4003 | Fax 415.923.6966 | TDD 800.735.2929 (CRS)

AGENDA FOR
MEETING OF THE
YOUTH COUNCIL OF THE WISF BOARD
THURSDAY, JUNE 14, 2007

Public Testimony will be taken throughout the meeting

1. Adoption of the Agenda *(Action Item)*
2. Public Testimony on Agenda Items *(Discussion Item)*
3. Adoption of minutes from the May 10, 2007 *(Action Item)**
4. Youth Agency Presentation with youth participation *(Discussion Item)*
5. Youth WIA Budget Allocation (*Discussion Item*)
6. Youth WIA Service Delivery – One Stop Consortium Presentation *(Discussion Item)*
7. PIC Transition Update (Discussion Item)
8. Director's Report *(Discussion Item)*
9. Chair's Report *(Discussion Item)*
10. Public Testimony on Non-Agenda Items *(Discussion Item)*
11. Future Agenda Items *(Discussion Item)*
12. Adjournment (*Action Item*)

*** Materials Included**

MEETING CANCELLED:

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YOUTH COUNCIL COMMITTEE MEETING

(OF THE WORKFORCE INVESTMENT BOARD SAN FRANCISCO)

JUNE 14, 2007
4:00 TO 6:00 PM
170 OTIS, BORN AUDITORIUM

NEXT YOUTH COUNCIL MEETING WILL BE HELD ON JULY 12TH.

Any questions or concerns, please contact Kriztina Palone in the Mayor's Office of Economic and Workforce Development at 415.554.6192/Kriztina.Palone@sfgov.org

WORKFORCE INVESTMENT SAN FRANCISCO

Local Workforce Investment Board for the City and County of San Francisco

NOTICE OF A PUBLIC MEETING
OF THE
YOUTH COUNCIL OF THE
WORKFORCE INVESTMENT SAN FRANCISCO BOARD

Date:	Thursday, July 12, 2007
Time:	4:00 p.m. – 6:00 p.m.
Location:	**Human Services Agency** **170 Otis, Born Auditorium** **San Francisco, CA. 94103**

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Issued: Tuesday, July 10, 2007

AGENDA FOR
MEETING OF THE
YOUTH COUNCIL OF THE WISF BOARD
THURSDAY JULY 12, 2007

Public Testimony will be taken throughout the meeting

1. Adoption of the Agenda *(Action Item)*
2. Public Testimony on Agenda Items *(Discussion Item)*
3. Youth Agency Presentation with youth participation *(Discussion Item)*
4. Youth WIA Update (Discussion Item)
5. PIC Closure Update (Discussion Item)
6. Update on Staff for Youth Council (Discussion Item)
7. Director's Report *(Discussion Item)*
8. Chair's Report *(Discussion Item)*
9. Public Testimony on Non-Agenda Items *(Discussion Item)*
10. Future Agenda Items *(Discussion Item)*
11. Adjournment (*Action Item*)

**** NOTE: There are no minutes to approve due to the last Youth Council Meeting, scheduled for June 14th, being cancelled.***

WORKFORCE INVESTMENT SAN FRANCISCO

Local Workforce Investment Board for the City and County of San Francisco

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MINUTES OF THE
JULY 12, 2007 MEETING OF THE
YOUTH COUNCIL OF THE
WORKFORCE INVESTMENT SAN FRANCISCO (WISF) BOARD

The meeting was held at the Human Services Agency, Born Auditorium – 170 Otis, San Francisco.

PRESENT:
Ann Cochrane, Glenn Eagleson, Maggie Donahue and Claudia Jasin

ABSENT:
Vivian Stern-Turner, Belinda Jeffries, Liz Jackson-Simpson, Benjie Williams, and Dana Fairchild

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PUBLIC (AS EVIDENCED BY THE SIGN IN SHEET):
Tonilyn Sideco, Jodi Schwartz, Martha Lopez, Mark Cole, Patrick Mitchell, Aishifua Johnson, Harriet Larkin, Rhina Granillo, Willis Johnson, Lanya Samuelsan

Meeting began at 4:00 pm. Unable to reach quorum at this meeting.

Agenda Item #1 Adoption of the Agenda
No motion could be made to adopt the agenda due to not having enough Council members present to reach quorum.

Agenda Item #2 Public Testimony on Agenda Items (Discussion Item)
None

Agenda Item #3-Youth Agency Presentation with Youth Participation (Discussion Item)
Youth from LYRIC (Lavender Youth Recreation and Information Center) presented on Project Voiceover 2007. Youth presenters were: Beatriz Detangel, 17 years old, who lives in the Excelsior District, Zack Sun, 18 years old and lives in the Sunset District, and Bo Leungsuraswat, 22 years old and lives in Berkeley, all presented on their experiences in the LYRIC program.

Beatriz Detangel [LYRIC] presented that she participated in the three month internship program that incorporated violence against women and met with three facilitating agencies, twice a week for two and a half months. The interns learned about different forms of oppression, how to date in a healthy way, sexual abuse, institutional oppression, and how the media is oppressing to the community's identity. They also learned how to identify and analyze how the media shapes their self-esteem.

Zack Sun [LYRIC], reported that the internship enhanced their computer skills, their ability to show up on time for meetings, and how to communicate in a safe place around violence. The internship does provide a stipend and had to be in constant communication with their site supervisor.

Bo Leungsuraswat [LYRIC] reported that she learned responsibility, accountability and how to be punctual. The program gave the interns an opportunity to connect and meet other young women. They learned how to use Filemaker Pro, and how to film using good cameras. Ms. Leungsuraswat [LYRIC] invited the Council members to their first screening, tomorrow, July 13th at the Film Arts Foundation, 6:30pm. Refreshments will be served.

Comments/Questions from the Council-

Mr. Eagleson asked how long the youth have been involved with Lyric.

Bo Leungsuraswat [LYRIC] has been around LYRIC since January 2007, but the Project Voiceover 2007 is the first program that she has been involved in.

Beatriz Detangel [LYRIC] stated that this was her first program also, but has attended other workshops and trainings.

Zack Sun [LYRIC] replied that this was the first program and internship that she has done.

Ms.Claudia Jasin asked the youth if they were going to enter their film into a film festival, and if any of them were inspired to follow this as a career as a result of their internship?

Bo Leungsuraswat [LYRIC] replied that she just graduated from an arts school and does hope to continue in the film industry.

Beatriz Detangel [LYRIC] just graduated from high school and will be going to a medical school on the East coast, but from the internship experience, has decided to double major in psychology and health.

A LYRIC supervisor stated, that the youth do have individual opportunities to enter their own films into a festival, but have not done so as a collective. There are upcoming events that the collective film will be shown at, though.

Ms. Simmons asked how many youth are in the program.

Jodi Schwartz [LYRIC] reported that there were 132 youth who participated at some level of the program. 87 youth went through the job training and placement portion of the program. An additional 45 youth participated in the job training only.

Mr. Eagleson asked how the youth who presented today did, find out about LYRIC and its programs.

Bo Leungsuraswat [LYRIC] replied that she found out through the website or received an email from a listserve somewhere. Beatriz Detangel [LYRIC] responded that she found out about LYRIC through Craigslist. Zack Sun, [LYRIC] stated that she was referred by a high school counselor.

Agenda Item #4-Youth WIA Update (Discussion Item)
Ms. Simmons reported the following-

- The Mayor's Office of Economic and Workforce Development [MOEWD] under Ms. Simmons' direction, will be taking over the administration of the WIA funds and that process has gone into effect.
- MOEWD will be holding a training for the 11 youth contractors
- Outstanding invoices for '06-'07, continue to get submitted to the Private Industry Council [PIC] until 08/31. Anything for the '07-'08 year, gets submitted to MOEWD.
- MOEWD will be offering capacity training and technical assistance training by the fall.
- Human Services Agency [HAS], will come and present to the Council at the next Youth Council Meeting, in September, to discuss the role that the One Stops play in terms of Youth.
- Partnering community based organizations will do the intensive services with the One Stops for Adult Services.

Questions/Comments from the Council- None.

Public Testimony-

Lanya Samuelson [IIBA/Youthcares] stated that her organization wanted to enroll students for the summer under WIA, but was told by the One Stop, that they were not currently taking new students until things were worked out.

Ms. Simmons replied, that is one of the areas MOEWD is working on now. She will be meeting with One Stop staff next week to work out particular issues, such at this one.

Willis Johnson, [Mission Hiring Hall] asked if the application forms would be the same. Ms. Simmons replied that none of the forms are changing at this time.

Ms. Jasin asked Ms. Simmons, if an email could go out to all the '06-'07 contractors regarding the enrollment and certification process during this transition time, to clarify the basic process right now.

Ms. Simmons responded that, that could be done after the One Stop meeting.

Agenda Item #5-PIC Closure Update (Discussion Item)

Ms. Cochrane reported that she is the President of the Dissolution Board of the Private Industry Council. This Board includes two other members, Mr. Tom Ryan

who is serving as the Vice President and Mr. Curt Kirschner, who is the Secretary and Treasurer. The next board meeting will be on July 30th, from 3-5pm. The meeting is open to the public. There are 3-4 staff members who have continued on the closeout team of the PIC. The CFO [Chief Financial Officer] is closing out the books, Heather Groninger is the Site Coordinator. All information that needs to get to the PIC, should be submitted through mail.

Ms. Simmons stated that at the September WISF meeting, there will be a closeout summary discussion about Youth WIA.

Agenda Item #6- Update on Staff for Youth Council (Discussion Item)

Ms. Simmons reported that the Youth Council finally has a staff person. The Board of Supervisors [BOS] approved Ms. Simmons' staffing plan in the Budget Hearing. An FTE will be assigned to the Youth Council. Ms. Simmons plans to have that person on board by early August.

Comments/Questions by the Council- None.

Testimony by the Public- None.

Agenda Item #7- Director's Report (Discussion Item)

None. Please refer to agenda items #4-6.

Agenda Item #8- Chair's Report (Discussion Item)
None.

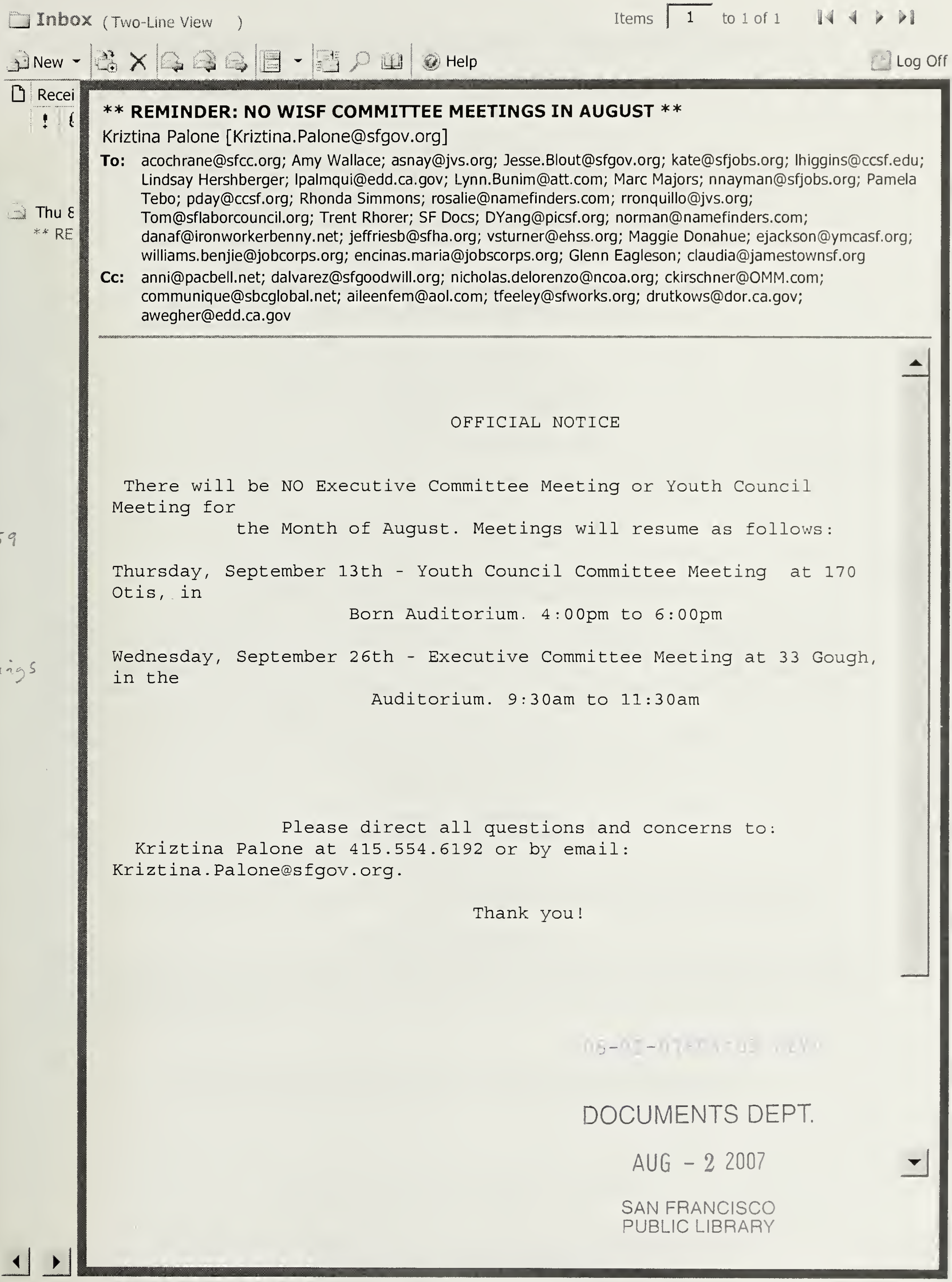
Agenda Item #9- Public Testimony on Non-Agenda Items (Discussion Item)
None.

Agenda Item #10- Future Agenda Items (Discussion Item)
- A debrief on lessons learned from the PIC close-out
- Discussion around a possible set-aside of WIA funds for youth people with disabilities or special needs
- An overview of all the add-back funds that affect Workforce Development

Agenda Item #11- Adjournment (Action Item)
Ms. Cochrane ended the meeting without a motion since there was no quorum of Council members to vote on this item.

The meeting was adjourned at 4:52pm.

All written materials distributed at the meeting are posted on the Private Industry Council's website www.picsf.org, and are incorporated by reference herein.



**** REMINDER: NO WISF COMMITTEE MEETINGS IN AUGUST ****

Kriztina Palone [Kriztina.Palone@sfgov.org]

To: acochrane@sfcc.org; Amy Wallace; asnay@jvs.org; Jesse.Blout@sfgov.org; kate@sfjobs.org; lhiggins@ccsf.edu; Lindsay Hershberger; lpalmqui@edd.ca.gov; Lynn.Bunim@att.com; Marc Majors; nnayman@sfjobs.org; Pamela Tebo; pday@ccsf.org; Rhonda Simmons; rosalie@namefinders.com; rronquillo@jvs.org; Tom@sflaborcouncil.org; Trent Rhorer; SF Docs; DYang@picsf.org; norman@namefinders.com; danaf@ironworkerbenny.net; jeffriesb@sfha.org; vsturner@ehss.org; Maggie Donahue; ejackson@ymcasf.org; williams.benjie@jobcorps.org; encinas.maria@jobscorps.org; Glenn Eagleson; claudia@jamestownsf.org

Cc: anni@pacbell.net; dalvarez@sfgoodwill.org; nicholas.delorenzo@ncoa.org; ckirschner@OMM.com; communique@sbcglobal.net; aileenfem@aol.com; tfeeley@sfworks.org; drutkows@dor.ca.gov; awegher@edd.ca.gov

OFFICIAL NOTICE

There will be NO Executive Committee Meeting or Youth Council Meeting for the Month of August. Meetings will resume as follows:

Thursday, September 13th - Youth Council Committee Meeting at 170 Otis, in Born Auditorium. 4:00pm to 6:00pm

Wednesday, September 26th - Executive Committee Meeting at 33 Gough, in the Auditorium. 9:30am to 11:30am

Please direct all questions and concerns to: Kriztina Palone at 415.554.6192 or by email: Kriztina.Palone@sfgov.org.

Thank you!

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WORKFORCE INVESTMENT SAN FRANCISCO

Local Workforce Investment Board for the City and County of San Francisco

NOTICE OF A PUBLIC MEETING
OF THE
YOUTH COUNCIL OF THE
WORKFORCE INVESTMENT SAN FRANCISCO BOARD

Date: Thursday, September 13, 2007
Time: 4:00 p.m. – 6:00 p.m.
Location: **Human Services Agency**
170 Otis, Born Auditorium
San Francisco, CA. 94103

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Issued: Wednesday, September 5, 2007

AGENDA FOR
MEETING OF THE
YOUTH COUNCIL OF THE WISF BOARD
THURSDAY SEPTEMBER 13, 2007

Public Testimony will be taken throughout the meeting

1. Adoption of the Agenda *(Action Item)*
2. Public Testimony on Agenda Items *(Discussion Item)*
3. Adoption of the minutes from July 12, 2007 *(Action Item)**
4. Youth Agency Presentation with youth participation *(Discussion Item)*
5. Report and Presentation by One Stop Staff, Tony Lugo and Edwin Florentino *(Discussion Item)*
6. Workforce Legislation Update *(Discussion Item)*
7. Youth Contracts Update *(Discussion Item)*
8. WIA Training Update *(Discussion Item)*
9. Director's Report *(Discussion Item)*
10. Chair's Report *(Discussion Item)*
11. Public Testimony on Non-Agenda Items *(Discussion Item)*
12. Future Agenda Items *(Discussion Item)*
13. Adjournment (*Action Item*)

***Materials Included**

WORKFORCE INVESTMENT SAN FRANCISCO

Local Workforce Investment Board for the City and County of San Francisco

NOTICE OF A PUBLIC MEETING
OF THE
YOUTH COUNCIL OF THE
WORKFORCE INVESTMENT SAN FRANCISCO BOARD

Date:	Thursday, September 13, 2007
Time:	4:00 p.m. – 6:00 p.m.
Location:	**Human Services Agency** **170 Otis, Born Auditorium** **San Francisco, CA. 94103**

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Issued: Thursday, September 6, 2007

Agenda for
meeting of the
Youth Council of the WISF Board
Thursday September 13, 2007

Public Testimony will be taken throughout the meeting

1. Adoption of the Agenda *(Action Item)*
2. Public Testimony on Agenda Items *(Discussion Item)*
3. Adoption of the minutes from July 12, 2007 *(Action Item)**
4. Presentation by Jobs for Youth on 'Field Building Initiative' *(Discussion Item)*
5. Report and Presentation by One Stop Staff, Tony Lugo and Edwin Florentino *(Discussion Item)*
6. Workforce Legislation Update *(Discussion Item)*
7. Youth Contracts Update *(Discussion Item)*
8. WIA Training Update *(Discussion Item)*
9. Director's Report *(Discussion Item)*
10. Chair's Report *(Discussion Item)*
11. Public Testimony on Non-Agenda Items *(Discussion Item)*
12. Future Agenda Items *(Discussion Item)*
13. Adjournment (*Action Item*)

***Materials Included**

WORKFORCE INVESTMENT SAN FRANCISCO

Local Workforce Investment Board for the City and County of San Francisco

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MINUTES OF THE
SEPTEMBER 13, 2007 MEETING OF THE
YOUTH COUNCIL OF THE
WORKFORCE INVESTMENT SAN FRANCISCO (WISF) BOARD

The meeting was held at the Human Services Agency, Born Auditorium – 170 Otis, San Francisco.

PRESENT:
Ann Cochrane, Dana Fairchild, Maggie Donahue, Belinda Jeffries, Benjie Williams and Claudia Jasin.

ABSENT:
Vivian Stern-Turner, Liz Jackson-Simpson, and Glenn Eagleson

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PUBLIC (AS EVIDENCED BY THE SIGN IN SHEET):
Yuri Dew, Peder Gerharz, Edwin Florentino, Linda Gomes, Aishifua Johnson, Mariam Cast, David Tam, Roy Recio, Lanya Samuelsan, Marc Majors, Kriztina Palone, Alfredo Fajardo

Meeting began at 4:09 pm. Quorum was reached at 4:15pm.

Agenda Item #1-Adoption of the Agenda
Motion to pass the agenda was moved by Claudia Jasin and seconded by Maggie Donahue.
Ayes: Ann Cochrane, Dana Fairchild, Belinda Jeffries, and Benjie Williams
Nays: None
Abstentions: None
Motion Passed

Agenda Item #2- Public Testimony on Agenda Items (Discussion Item)
None

Agenda Item#3-Adoption of the Minutes from July 12, 2007 (Action Item)
Motion to pass the minutes was moved by Dana Fairchild and seconded by Belinda Jeffries.
Ayes: Ann Cochrane, Maggie Donahue, Claudia Jasin, and Benjie Williams
Nays: None
Abstentions: None
Motion Passed

Agenda Item #4-Youth Agency Presentation with Youth Participation (Discussion Item)
Yuri Dew, [Executive Director, Jobs for Youth] presented on the Field Building Project. Please refer to the handout for specific details of the project, attachment - #1.

Agenda Item #5-Report and Presentation by One-Stop Staff (Discussion Item)
Tony Lugo [Director of HSA One Stop Centers), Edwin Florentino [Manager, One Stop Center] and Linda Gomes [SF EDD Office] all presented on the process of the One Stop Centers. Please refer to the handouts, labeled attachments #2

Tony Lugo [HSA One Stop Center] stated that their team focused their presentation on the nine questions that had been forwarded to them from the Mayor's Office of Economic and Workforce Development [MOEWD]. Mr. Lugo [One Stop Centers] stated that the One Stop Director's Consortium ahs been working hard to improve the services to youth.

Edwin Florentino, [One Stop Center] stated that in October 2006, the One Stop Center hosted a forum regarding youth services. Workgroups were formed to access community in put. On December 19th, 2006, One Stop Staff, Mr. Florentino presented before the Youth Council on the forum. Mr. Florentino [One Stop Center] stated that their presentation today focused primarily on questions that were submitted by the MOEWD Office [Mayor's Office of Economic and Workforce Development] that were organized by Ms. Simmons and Mr. Eagleson.

Mr. Florentino [One Stop Center] reported that the One Stop Center has hosted employment resource fairs that have had about 300 youth attend and participate. At these fairs, there were 2 dozen Fortune 500 companies present, and 30 of the 300 youth were hired into jobs they found through the resource fair.

Ms. Jeffries asked Mr. Florentino [One Stop Center] what was the location of these services. Edwin Florentino [One Stop Center] replied at 3120 Mission. Mr. Florentino [One Stop Center] also mentioned that the goal is to be a reliable part of the workforce development system, to be a good partner with the other service partners of the system.

Mr. Florentino, Mr. Lugo [One Stop Center] and Ms. Gomes [EDD] presented the attached information [please refer to attachment #2].

Mr. Florentino [One Stop Center] stated that the second youth forum was created to gather information on youth services, to create fiscal and technical improvements to the youth services within the One Stop system. He also mentioned that the data from these forums can be found online.

Ms. Jasin asked the One Stop team if HSA [Human Services Agency] could find youth incentives to allow youth to function as advisors. Mr. Florentino [One Stop Center] stated that they would have to look into that.

Ms. Cochrane asked how the WIA funds were being used. Mr. Florentino [One Stop Center] replied:

- Certification and services for youth
- Three additional FTE
- One FTE at 3120 Mission, contract with Larkin Street
- Outreach/recruitment program
- Alignment with the Youth WIA Providers

Mr. Florentino [One Stop Center] stated that services provided by the One Stop Center to youth, are centered on education and career choices. The One Stop Center does have a relationship with the City College system and wants to do a better job of communicating with partners. The age ranges that the One Stop Center focuses on are 16-24 year olds.

Ms. Gomes presented on the YOP, Stay in School Program.

Agenda Item #6- Workforce Legislation Update (Discussion Item)

Ms. Simmons presented on the pending Workforce Development legislation that is to go before both the Budget and Finance Committee (on 10/10), as well as the Rules Committee of the Board of Supervisors (10/18), before it goes to the full Board of Supervisors in mid November. On both dates, Ms. Simmons will go before the committees and present on this legislation that would centralize the Workforce Development system for the City and County of San Francisco.

Ms. Claudia Jasin asked Ms. Simmons if there was any way to get an information sheet with clear points about this legislation. Ms. Simmons replied that the information sheet does not exist and it would not be appropriate for her office to create one, since the legislation directly involves her office. However, Supervisor Mirkarimi and Supervisor Amianno's offices have been conducting meetings with community based organizations to get their input and insight on and regarding the legislation. Those two supervisors would be the best resources to get more information on the legislation, if anyone is interested in more details.

Agenda Item #7- Youth Contracts Update (Discussion Item)

Ms. Simmons reported that her office had been in contact with the youth providers regarding any challenges with the close-out process and transition from the PIC. Marc Majors [Mayor's Office of Economic and Workforce Development] briefly discussed the JTA [WIA data tracking system] training and stated that one of the youth providers, Lanya Samuelsan, got trained to train the trainers.

Agenda Item #8- WIA Training Update (Discussion Item)

Alfredo Fajardo [Mayor's Office of Economic and Workforce Development] stated that he will be coordinating an orientation for the youth WIA contractors to do the following:

- Strengthen linkages
- Increase competency
- Educate the partners
- Improve accessibility

Agenda Item #9- Director's Report (Discussion Item)

Ms. Simmons stated her office has hired a Youth Policy Director, Mr. Glenn Eagleson. He will be the staff to the Council, and Ms. Simmons will start removing her self from the Youth Council meetings as Mr. Eagleson transitions into his new role.

Ms. Simmons also reported that her office will be expanding to an additional location, 30 Van Ness in mid to late November. She will keep the committee updated on the progress of that move.

Agenda Item #10- Chair's Report (Discussion Item)

Ms. Cochrane expressed her appreciation to the Council for continuing to participate on the committee. The Council can now come up with some solid recommendations on new members for the committee.

Agenda Item #11- Public Testimony on Non-Agenda Items (Discussion Item)

None.

Agenda Item #12 – Future Agenda Items (Discussion Item)

Ms. Simmons stated that she will work with Mr. Eagleson around agenda items for the next meeting.

Agenda Item #13 – Adjournment (Action Item)
Motion to adjourn the meeting was moved by Dana Fairchild and seconded by Maggie Donahue.
Ayes: Ann Cochrane, Claudia Jasin, Belinda Jeffries, and Benjie Williams
Nays: None
Abstentions: None
Motion Passed

Meeting adjourned at 5:55pm

All written materials distributed at the meeting are posted on the Private Industry Council's website www.picsf.org, and are incorporated by reference herein.

MEETING CANCELLED:

Youth Council Committee Meeting

of the

Workforce Investment San Francisco (WISF) Board

SF
W74.59
#1
10/11/07
cancelled

**Thursday
October 11, 2007
4:00PM to 6:00PM
170 Otis, Born Auditorium
MEETING CANCELLED**

09-25-07P [illegible]

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**NEXT
YOUTH COUNCIL COMMITTEE MEETING:
November 8, 2007
4:00PM TO 6:00PM
170 Otis, Born Auditorium**

Please refer any questions or concerns to Kriztina Palone in the Mayor's Office of Economic and Workforce Development (MOEWD) at 415.554.6192 or Kriztina.Palone@sfgov.org

Thank you!

WORKFORCE INVESTMENT SAN FRANCISCO

Local Workforce Investment Board for the City and County of San Francisco

4.59
8/07

NOTICE OF A PUBLIC MEETING
OF THE
YOUTH COUNCIL OF THE
WORKFORCE INVESTMENT SAN FRANCISCO BOARD

Date:	Thursday, November 8, 2007
Time:	4:00 p.m. – 6:00 p.m.
Location:	**Human Services Agency** **170 Otis, Born Auditorium** **San Francisco, CA. 94103**

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(Chapter 67 of the San Francisco Administrative Code)

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Adele Destro, Interim Administrator
Sunshine Ordinance Task Force
City Hall, Room 244
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Telephone: 415-554-7724 Fax: 415-554-5163
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Issued: Monday, November 5, 2007

AGENDA FOR
MEETING OF THE
YOUTH COUNCIL OF THE WISF BOARD
THURSDAY NOVEMBER 8, 2007

Public Testimony will be taken throughout the meeting

1. Adoption of the Agenda *(Action Item)*
2. Public Testimony on Agenda Items *(Discussion Item)*
3. Adoption of the minutes from September 13, 2007 *(Action Item)**
4. Youth Agency Presentation with youth participation *(Discussion Item)*
5. Director's Report *(Discussion Item)* • Workforce Legislation • MOEWD Updates
6. Youth Council Plan 2007-08 *(Action Item)*
7. Youth Council Youth Engagement Strategy *(Discussion Item)*
8. Chair's Report *(Discussion Item)*
9. Public Testimony on Non-Agenda Items *(Discussion Item)*
10. Future Agenda Items *(Discussion Item)*
11. Adjournment (*Action Item*)

***Materials Included**

MOEWD/Youth Council Plan
November 2007 – June 2008

	November - March	April - June
Operational Responsibilities	• Monitor existing contracts • Develop priorities and plan for 2008-09 funding, including One Stop services • Develop RFP, Review & Selection Process	• Monitor existing contracts • Selection of providers for 2008-09 • Develop contracts with providers
Strategic Responsibilities	• Design & Define the new Youth Council • Identify new members • Identify Youth Council scope of work for 2008 • Inform/Engage providers • Finalize candidates for Youth Council • Invite/Solicit members in partnership with Mayor's Office • Plan orientation for new Youth Council and develop orientation materials	• Appoint new Youth Council • Orient new members • Develop youth plan for services at One Stops • Adopt youth engagement strategy
Youth Council Meetings	• Discussion of Youth Engagement Strategy • Approve RFP process for 2008-09 • Advise on membership criteria for Youth Council • Provide recommendations for YC orientation and engagement	• Installation of new Youth Council • Orientation & training
Glenn/MOEWD	• Research existing models and best practices of Youth Council structure and process. (Currently looking at Philadelphia, Boston, San Diego, Oakland, Hartford, Sonoma County and YCi) • Develop Youth Council reconstitution plan • Develop Youth Council membership criteria and identification process • Research and develop orientation materials • Research RFP's in other communities	• Oversee orientation and training on new Youth Council • Outline strategic planning process for 2008 - 09

ATTACHMENT #1
(SEE AGENDA ITEM #4)

jobs for youth
Their future is our business.

YOUTH EMPLOYMENT COALITION

Field Building Project Summary

The San Francisco Youth Employment Professionals Development Project (Project) is a collaborative effort between Jobs for Youth (JFY), a community project of United Way of the Bay Area, and the San Francisco Youth Employment Coalition (YEC).

With this Project, JFY and YEC seek to address the following issues confronting youth workforce development professionals in San Francisco:

- Lack of a citywide professional identity (i.e. My work has a larger impact than just in the organization I currently work. I have colleagues throughout SF.) and high turn over rates.
- Insufficient professional development opportunities for current and new professionals.
- A loosely defined youth workforce development continuum through which to transition participants toward career independence.

The goals of the project are to:

- Develop a city-wide identity of Youth Workforce Development Professionals
- Build the capacity and skills of Youth Workforce Development Professionals to effectively deliver high quality programs
- Increase the opportunity of Youth Workforce Development Professionals to share and utilize research and best practices in their work.
- Ensure that professional development of Youth Workforce Development Professionals is valued as an integral part of our work by individual practitioners, the organizations in which we work, funders, and policy makers.
- Influence the systemic implementation of shared standards of work readiness in local youth workforce development programs

These goals will be achieved through a variety of programs and services including:

- Leadership development
- Professional development trainings
- Networking
- Research/Resource sharing

All programs and services will work to develop the 10 competencies of youth employment professionals, as identified by the National Collaborative on Workforce and Disability for Youth (McCain, Gill, Wills & Larson 2004). The competencies are:

- Knowledge of the field
- Communication with youth
- Assessment and individualized planning
- Relationship to family and community
- Workplace preparation
- Career exploration
- Relationships with employers and between employer and employee
- Connection to resources
- Program design and delivery
- Administrative skills

The Project will serve youth workforce development professionals, including program managers and direct line staff.

ATTACHMENT #2
(SEE AGENDA ITEM #5)

ONESTOP CAREER LINK CENTERS'

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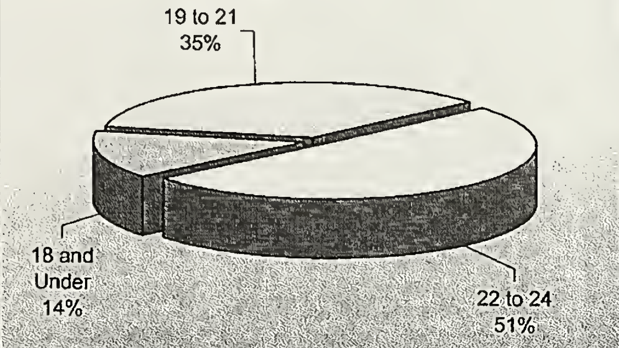
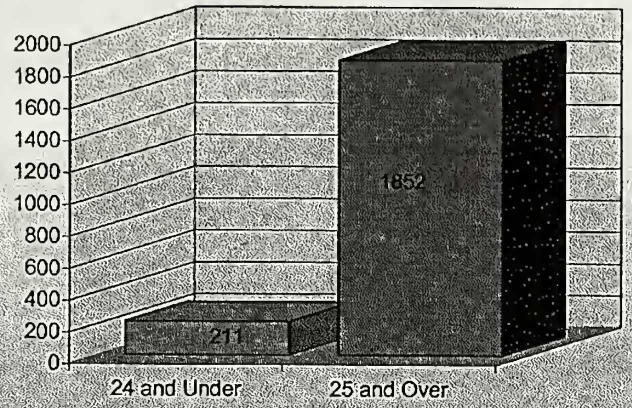
QUARTERLY YOUTH REPORT APR 2007 - JUN 2007

Workforce Development Division

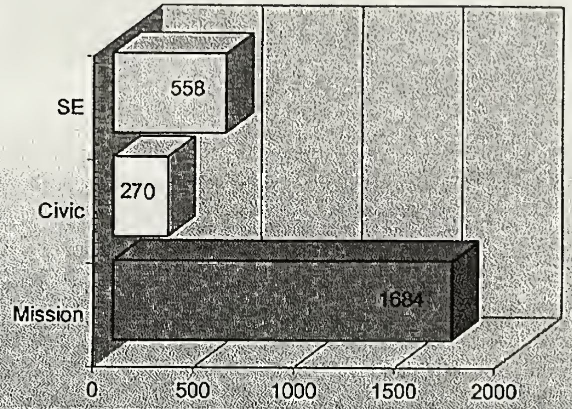
FYTD 06-07 Youth Clients Served By Age Group



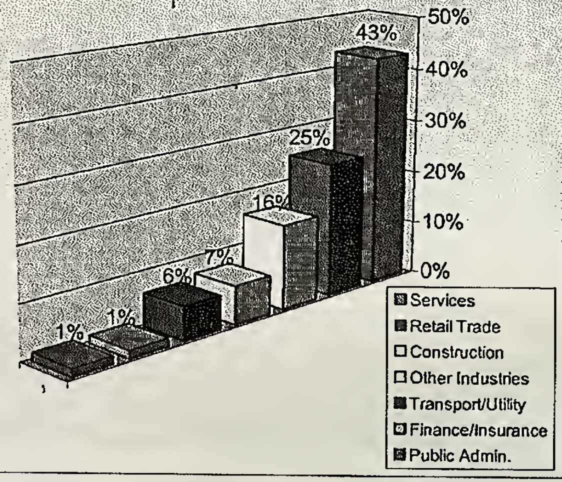
FYTD 06-07 Job Placements By Age Group



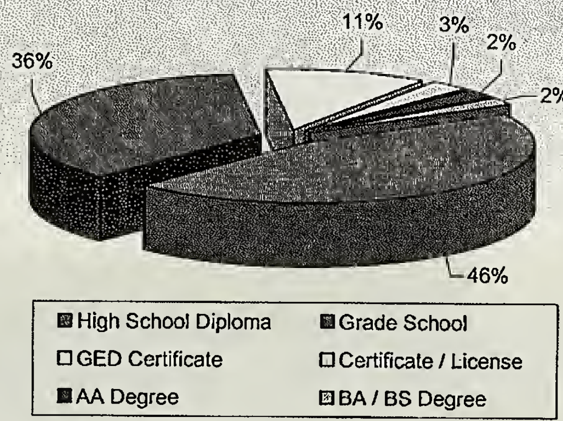
FYTD 06-07 Total Youth Registrants Age 24 and Under



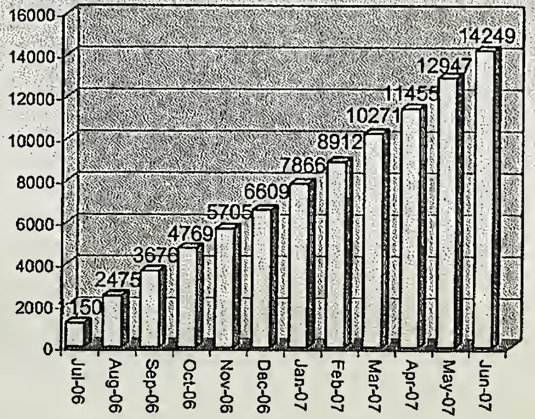
FYTD 06-07 Youth Hires By Occupation



FYTD 06-07 Education Level of Unduplicated Youth Clients Served



FYTD 06-07 Cummulative Youth Visits Age 24 and Under



ONESTOP CAREER LINK CENTERS'

MISSION * CIVIC CENTER * SOUTHEAST

QUARTERLY YOUTH REPORT APR 2007 - JUN 2007

FYTD 06-07 Youth Clients Hired*

Zip Codes	# of Youths
94124	75
94112	21
94110	20
94134	20
94107	8
94014	7
94115	7
94015	5
94133	5
94103	4
94122	4
94102	3
94602	3
94080	2
94109	2
94117	2
94121	2
94130	2
94131	2
94565	2
94601	2
79938	1
94013	1
94114	1
94116	1
94509	1
94542	1
94577	1
94585	1
Others	5

Total Registered Youth Age 14 to 24 From January 2003 to Report Quarter

Age	Mission	Civic	SE	Total
14 to 18	1088	48	441	**1577**
19 to 21	2269	214	604	**3087**
22 to 24	2660	471	543	**3674**

FYTD 06-07 Placed By Age Group

Age Group	# of Placements
24 and Under	211
25 and Over	1852
Total	**2063**

FYTD 06-07 Youth Hires By Occupation*

Industry	# of Hired	% of Total
Services	90	43%
Retail Trade	52	25%
Construction	33	16%
Other Industries	15	7%
Transport/Utility	13	6%
Finance/Insurance	3	1%
Public Admin	3	1%
Wholesale Trade	2	7%

FYTD 06-07 Youth Served By Age Group**

Age Group	# Of Clients
18 and Under	1978
19 to 21	5051
22 to 24	7220
Total	**14249**

FYTD 06-07 Education Level of Unduplicated Youth Clients Served*

Education Level	# of Youths
High School Diploma	1991
Grade School	1563
GED Certificate	496
Certificate / License	121
AA Degree	104
BA / BS Degree	87
Total	**4362**

FYTD 06-07 Number of Youths Visiting The Centers**

	# Of Clients
July-06	1150
August-06	1325
September-06	1201
October-06	1093
November-06	936
December-06	904
January-07	1257
February-07	1046
March-07	1359
April-07	1184
May-07	1492
June-07	1302
Total	**14249**

Youth Clients Served For Reporting Quarter*

	Mission		Civic		SE	
	Quarter	FYTD	Quarter	FYTD	Quarter	FYTD
New Registrants	546	1684	75	270	125	558
Total Client Visits (Counted Once Per Day)**	2093	7266	403	1070	1482	5913

* Youth clients of age 24 and under

** The number reflects new and existing clients visiting the center, counted once per day

ONE STOP

ONESTOP CAREER LINK CENTERS'

MISSION * CIVIC CENTER * SOUTHEAST

QUARTERLY YOUTH REPORT APR 2007 - JUN 2007

Workforce Development Division

Activity Log For The Report Quarter Youth Age 24 and Under (Counted Once Per Month)

Activity	Mission	Civic	SE	Total
Internet PC	603	112	415	1130
Copier	114	28	143	285
Employer Contact Phones	64	39	120	223
CalJobs	0	0	211	211
Fax	71	25	146	242
Front Desk / Resource Desk	857	0	103	960
Employment Assistant	0	0	141	141
CalWorks Orientation	0	0	23	23
CalWorks	0	0	115	115
CityBuild Orientation	16	0	0	16
Information Referral	0	0	81	81
Apticom	0	0	2	2
Job Clubs	13	0	1	14
Applications & Resumes	0	0	22	22
Interview & Resume Workshop	6	0	1	7
Job Skills Testing	10	0	15	25
Typewriter	0	0	0	0

ONE STOP

ONESTOP CAREER LINK CENTERS'

MISSION * CIVIC CENTER * SOUTHEAST

QUARTERLY YOUTH REPORT APR 2007 - JUN 2007

Workforce Development Division

Highlighted Activities for Mission Center

*June 7 - Prepared Youth Services Detail response for Youth Council – Convened **Planning Sessions for Triage system**

*June 12 - Centers included in **Youth Services Resource Guide**

*June 12 - Hosted youth recruitment activity with Business Services Resulting in 17 job offers

***FY0607**
An approximate 17% of all visitors to the One Stop Center were under 24 years of age
The number of youth and young adult registrants – ages 24 and under -- at 3120 Mission reached 1684 for fiscal year 06-07
As many as 60 One Stop users tracked as "Youth Clients Hired" for the 06-07 fiscal year were residents of one of the three zip codes neighboring the 3120 Mission Center

Highlighted Activities for Civic Center

*April 11 and June 13, 2007 – our youth staff participates at the **Improving Transition Outcome Project** meetings on the second Wednesday each month. They have been updating their strategic plan.

*April 17, 2007 – YEOP staff participated at the **Open House at 3120 Mission** and presented information about our youth program to employees of the Human Services Agency.

*April 19, 2007 – participated at the **Lowell High School Summer Job Fair.** An estimated 600 students attended the fair. Many students were interested in internships, volunteer positions and part-time jobs. Staff connected students with One-Stop resources including information about our Youth Employment Opportunity Program.

*April 19, 2007 – youth staff attended the **15th Annual Strictly Business Awards** Luncheon hosted by Jewish Vocational Services. The luncheon pays tribute to former clients that have overcome challenges and become successful.

*April 28, 2007 – staff participated in the annual **March of Dimes "Save the Babies"** walk in San Francisco. Walkers were sponsored to raise money to improve the health of babies by preventing birth defects, premature birth and infant mortality. The walk begins and ends at Crissy Field near the Golden Gate Bridge.

*May 23, 2007 – Participated at the **Jobs For Youth Advisory Committee.** The committee reviewed the progress of the program this fiscal year and made recommendations to move forward and meet program goals.

ONE STOP

ONESTOP CAREER LINK CENTERS'
MISSION * CIVIC CENTER * SOUTHEAST
QUARTERLY YOUTH REPORT APR 2007 - JUN 2007

Workforce Development Division

*May 27, 2007 – youth staff attended the wedding of a former YEOP mentor and DCARA staff.

*June 20-July 5, 2007 – YEOP Student Assistant was selected to participate as a delegate and leader at the **Mobility International USA's 2007 US/Costa Rica Youth Leadership and Cross-Cultural Perspectives on Disabilities Rights Exchange Program**. She will be providing an overview of her experience at Jewish Vocational Services at the end of July.

*June 20, 2007 – rehired a **Youth Employment Opportunity Program** Student Assistant that had previously worked for EDD and had left in 2005. We are in the process of rebuilding our youth program and continue to have a vacancy in our San Carlos office.

*Civic Center participates on the **Jobs for Youth Executive, Advisory and Operations Committees.** We also attend the monthly **WIB Youth Committee meetings.**

Highlighted Activities for SouthEast Center

*April - Jobs For Youths ongoing recruitments.
Participated in **"Honoring Emancipated Youth"** event
Jobs For Youths ongoing recruitments.

*May - Participated in recruitment for Northern California service League.
Jobs For Youths ongoing recruitments.

*June - Jobs For Youths ongoing recruitments.

One Stop Career Link Centers Of San Francisco
Youth Services Data Detail

Data Sets Include FY 2006 – 2007 Data and Partial First Quarter Data for FY 2007 – 2008

Prepared for the San Francisco WISF Youth Council – September 13, 2007

FYTD 06-07 Youth Served By Age Group**

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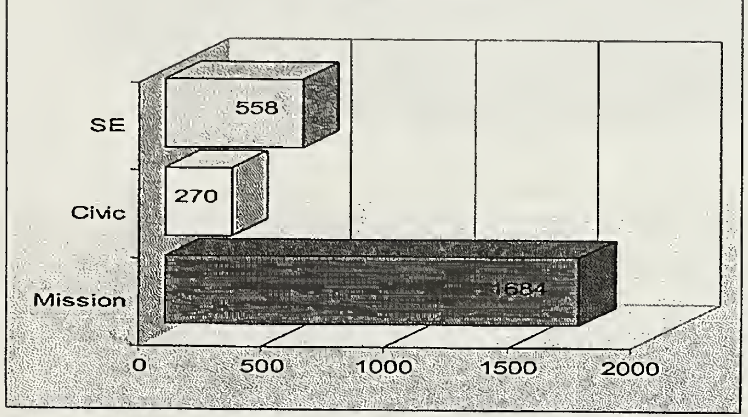

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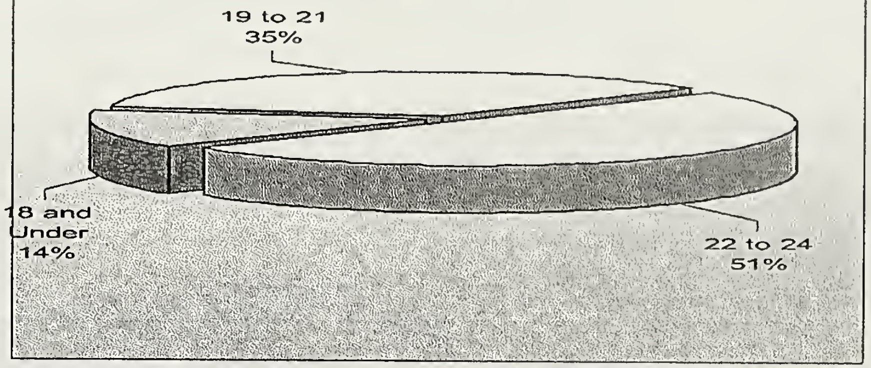

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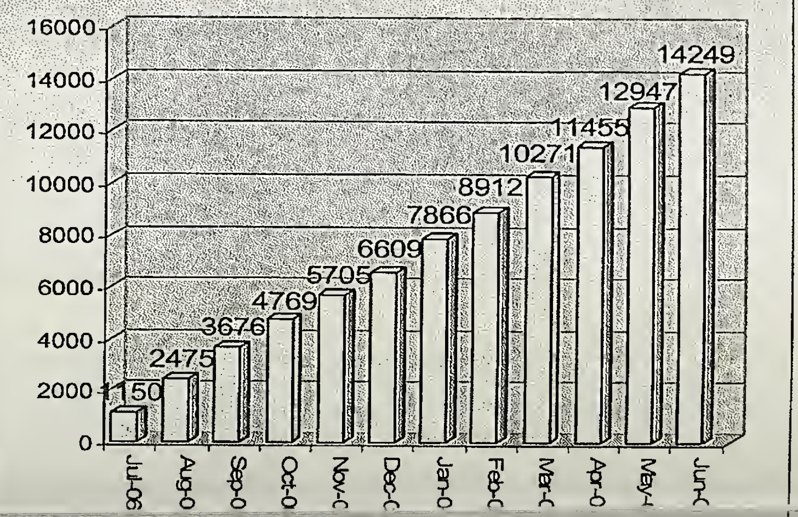

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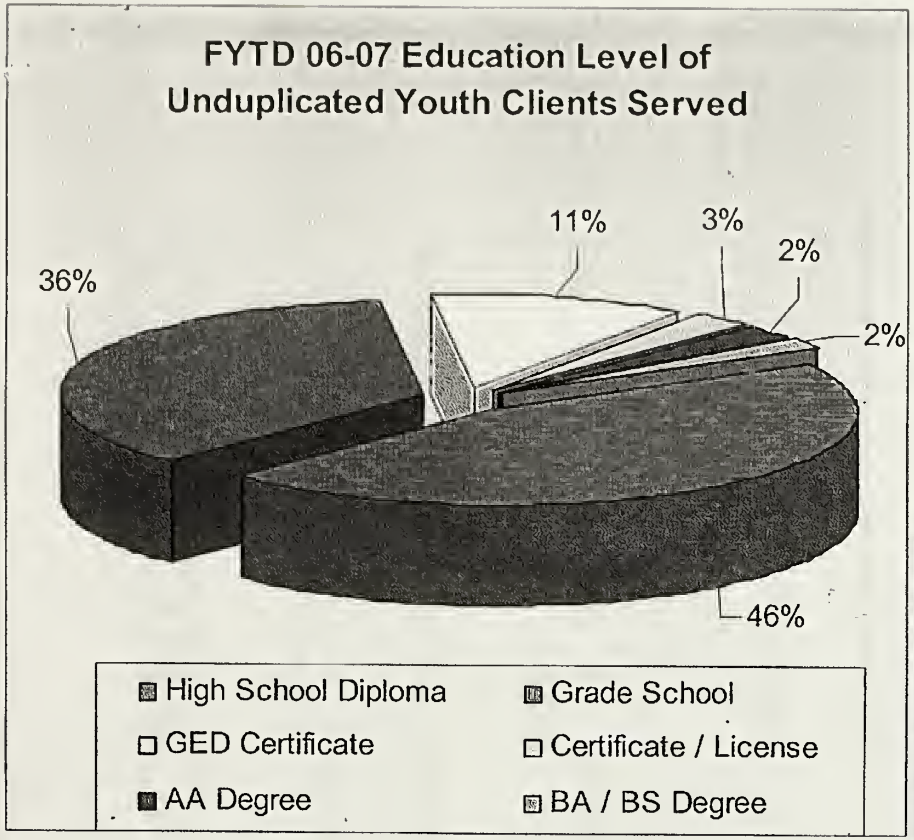
FYTD 06-07 Education Level of Unduplicated Youth Clients Served

FYTD 07-08 Number of Youths Visiting The Centers**

	# Of Clients
July-07	1233
August-07	1310
Total	**2543**

FYTD 07-08 Placed By Age Group

Age Group	# of Placements
24 and Under	37
25 and Over	217
Total	**254**

MEETING CANCELLED:

Youth Council Committee
Of The
Workforce Investment San Francisco (WISF) Board

SF
W74.59
#1
12/13/07
cancelled

**Thursday
December 13, 2007
4:00PM to 6:00PM
170 Otis, Born Auditorium
MEETING CANCELLED**

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**NEXT
YOUTH COUNCIL COMMITTEE MEETING:
January 10, 2007
4:00PM TO 6:00PM
170 Otis, Born Auditorium**

Please refer any questions or concerns to Kriztina Palone in the Mayor's Office of Economic and Workforce Development (MOEWD) at 415.554.6192 or by email at Workforce.Development@sfgov.org

Thank you!

WORKFORCE INVESTMENT SAN FRANCISCO

Local Workforce Investment Board for the City and County of San Francisco

NOTICE OF A PUBLIC MEETING
OF THE
YOUTH COUNCIL OF THE
WORKFORCE INVESTMENT SAN FRANCISCO BOARD

74.59
10/08

Date:	Thursday, January 10, 2008
Time:	4:00 p.m. – 6:00 p.m.
Location:	**Human Services Agency** **170 Otis, Born Auditorium** **San Francisco, CA. 94103**

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Issued: Monday, January 7, 2008

AGENDA FOR
MEETING OF THE
YOUTH COUNCIL OF THE WISF BOARD
THURSDAY JANUARY 10, 2008

Public Testimony will be taken throughout the meeting

1. Adoption of the Agenda *(Action Item)*
2. Adoption of the minutes from November 8, 2007 *(Action Item)**
3. Director's Report *(Discussion Item)*
4. Update on Performance *(Discussion Item)*
5. Presentation on Youth Council Youth Engagement Strategy *(Action Item)**
6. Strategic Planning for New Youth Council *(Discussion Item)*
    A. Role/Change*
    B. Organizational Structure
    C. Membership
7. Chair's Report *(Discussion Item)*
8. Public Testimony on Non-Agenda Items *(Discussion Item)*
9. Future Agenda Items *(Discussion Item)*
10. Adjournment (*Action Item*)

***Materials Included**

PLEASE NOTE: There will not be a Youth Council Meeting in February.

ATTACHMENT #1
(SEE AGENDA ITEM #5)

CITY AND COUNTY OF SAN FRANCISCO
GAVIN NEWSOM, MAYOR

MAYOR'S OFFICE OF ECONOMIC AND
WORKFORCE DEVELOPMENT

RHONDA SIMMONS, DIRECTOR OF
WORKFORCE DEVELOPMENT

Memorandum

TO: Members of the WISF Youth Council
FROM: Glenn Eagleson, Director of Youth Workforce Development
DATE: January 7, 2008
RE: Youth Engagement Strategy for the Youth Council

ACTION REQUESTED

The Youth Council is asked to adopt the recommendations of the Youth Employment Committee of the San Francisco Youth Commission regarding the allocation of funds for the development and implementation of a youth engagement strategy for the Youth Council for the period March 1, 2008 – June 30, 2009.

BACKGROUND

Since its inception, the WISF Youth Council has not had any significant representation from youth (either WIA or non-WIA-eligible) as members. The Youth Council has discussed this issue on several occasions and re-affirmed its commitment to ensure that youth have a voice at the table, but that in doing so, both youth and adult members must be sufficiently trained and supported.

Furthermore, the Mayor's Transitional Youth Task Force in its 2007 *Report on Disconnected Youth in San Francisco*, has called on the need for policy bodies addressing the needs of transition age youth to include young people in their planning and policymaking:

> *Policies and programs serving transitional age youth must be based on an understanding of the needs and expertise of their consumers. Youth participation in decision-making has the power to contribute to positive youth development, facilitate service quality improvements, and increase young people's willingness to engage in services.*
>
> *What this will look like: City departments serving transitional age youth will be required to develop strategies for including youth in decision-making and to provide support to City-funded community based organizations to do the same. To this end, Departments and Commissions will be mandated to work with the Youth Commission to obtain support and technical assistance regarding how to involve youth in truly meaningful ways and how to engage youth not easily or typically engaged in leadership roles.*

On November 8, 2007 the Youth Council heard a presentation from the Youth Employment Committee of the San Francisco Youth Commission regarding the need for a comprehensive youth engagement strategy for the Youth Council. Feedback was provided to the committee on the proposed need for and implementation of the proposal. The committee was then asked to incorporate this input and report back to the Youth Council with recommendations on how to implement a more sustained youth engagement strategy including:

- contracting with a provider to design and support a cadre of young people ("youth advisory team") who would inform policy development and implementation of youth workforce services,
- necessary training and support for youth members, and
- their relationship to the Youth Council and other policy bodies.

RECOMMENDATIONS

Staff recommends that the Youth Council take the following actions:

1. **Authorize MOEWD staff to work with the Youth Employment Committee of the Youth Commission to develop and implement an RFP process including the selection of an organization to serve as the "host organization" of the youth advisory team.**

Contracting with the CBO listed above for is contingent upon the availability of funds for both 2007-2008 and 2008-09.

MOEWD staff will present the Youth Council and the WISF Executive Committee with a recommended contract for youth engagement services for final approval in March 2008.

ATTACHMENT #2
(SEE AGENDA ITEM #6)

Roles of Youth Council[1]

There are a variety of roles a Youth Council may assume. The following presents the roles described in the WIA as well as other specific roles that a Youth Council might assume.

Roles Described in the WIA

The charge for the Youth Council *(Section 117(h)(4))* is to:

- Develop the portions of the local workforce investment plan pertaining to eligible youth under WIA, as determined by the chair of the local WIB;
- Recommend eligible youth service providers to be awarded grants or contracts on a competitive basis to carry out youth activities under WIA, subject to approval of the local WIB;
- Conduct oversight with respect to eligible providers of youth services in the local area;
- Coordinate youth activities that include:
    - academic and employment skill-building;
    - connections to employers;
    - mentoring opportunities;
    - training opportunities;
    - incentives for recognition and achievement; and
    - leadership, development, decision-making, citizenship, and community service opportunities.
- Carry out other duties as determined appropriate by WIB Chair.

Other Roles that Youth Council Might Assume

- Oversee youth service planning process
- Determine youth and employer service needs, gaps, and duplications
- Design and develop a system of youth workforce development services
- Undertake collaborative planning for local youth workforce development activities
- Explore and leverage public and private resources
- Make funding decisions
- Develop collaborative RFPs for local youth workforce development services/service delivery
- Set standards and performance measures for services, quantifying and tracking responsiveness to the needs of both youth and employers
- Oversee, assess and recommend providers
- Monitor and evaluate youth workforce development services
- Develop and sponsor interagency training
- Advocate on behalf of youth workforce development services

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[1] (Adapted from the *Youth Council Toolkit: Information And Options For Forming Youth Councils Under The Workforce Investment Act)*

SAN FRANCISCO YOUTH COUNCIL STRATEGIC PRIORITIES

(Adopted 01/14/04)

OUR VISION: ALL YOUTH---ONE SYSTEM:

Our vision is that San Francisco offers a comprehensive and coordinated system of care, which provides a continuum of quality services to ensure that all youth are equipped with the skills, knowledge and abilities to prepare them for successful employment, academic and life choices by age 25.

The conditions one would find in a comprehensive youth serving system include, but are not limited to:

- Youth are aware of options/services available to them;
- Environments for learning and services are safe;
- Networks of support for youth are available and apparent;
- Caring adults are involved in supporting youth to attain goals;
- Access is present for achieving educational and employment support;
- A continuum of care exists that supports all areas of youth development;
- The investments made are strategic and connected to other resources;
- Services and support are ongoing and outcome based, not time/age based;
- Intake, referral and assessments are common and shared between agencies;
- Neighborhoods are receiving services that address local concerns;
- Individual service plans exist for youth and are used across agencies.

MISSION/PURPOSE:

To ensure quality, safe and healthy learning environments and opportunities, built on youth development principles, which lead to a high school diploma or certificate, and successful transitions to work or further education.

PRIMARY STRATEGIES:

I. Focus on occupational preparation that leads to youth employment and successful transitions.
II. Emphasize HS graduation or certification as minimum performance expectations.
III. Target investments to at-risk, out-of-school youth, those in-school who are not on track to graduate, youth in the juvenile justice and foster care system, and pregnant and parenting teens.
IV. Engage youth in leadership roles and evaluation functions to assure service designs support a comprehensive youth development system.
V. Create a high level of agreement between organizations (DHS, SFUSD, DR, DCYF, and Juvenile Probation) to allow for seamless program delivery.
VI. Support and finance neighborhood-based youth centers.

SUPPORTIVE STRATEGIES:

I. Engage the private sector in creating more youth employment opportunities connected to youth's career aspirations.
II. Create common intake, referral, assessment tools and strategies, including an individual youth plan for shared accountability of those served. "hand-off, not drop-off".
III. Invest in contractors who are leveraging multiple funding streams and providing comprehensive services either themselves or with partners.
IV. Mobilize, expand and align adult mentors to support youth beyond funded activities or timelines.
V. Align RFP's and agency policies from primary youth investors to create a comprehensive service strategy until age 25.
VI. Balance investments to assure capacity building of staff and system-building efforts.
VII. Develop agreements with SFUSD to support in-school and out-of-school alternative systems for student achievement.

WORKFORCE INVESTMENT SAN FRANCISCO
Local Workforce Investment Board for the City and County of San Francisco

MEMORANDUM

TO: Members of the WISF Youth Council Committee

DATE: January 7, 2008

FROM: Ann Cochrane, Chair, WISF Youth Council Committee

SUBJECT: New Appointees to the WISF Youth Council

I am pleased to inform you that Steve Arcelona, Chief of Staff for the Human Services Agency and Maria Su, Deputy Director of the Department of Children, Youth & Their Families have been invited to join the Youth Council Committee, filling the seats recently vacated by Maggie Donahue (HSA) and Glenn Eagleson (DCYF).

Please join me in welcoming these extremely knowledgeable individuals to join us on the Youth Council during this very important transition period.

WORKFORCE INVESTMENT SAN FRANCISCO

Local Workforce Investment Board for the City and County of San Francisco

MINUTES OF THE
NOVEMBER 8, 2007 MEETING OF THE
YOUTH COUNCIL OF THE
WORKFORCE INVESTMENT SAN FRANCISCO (WISF) BOARD

The meeting was held at the Human Services Agency, Born Auditorium – 170 Otis, San Francisco.

PRESENT:
Claudia Jasin, Glenn Eagleson, Ann Cochrane, Vivian Stern-Turner, and Maggie Donahue.

ABSENT:
Liz Jackson-Simpson, Benjie Williams, Belinda Jeffries and Dana Fairchild

PUBLIC (AS EVIDENCED BY THE SIGN IN SHEET):
Jamie Brewster, Alfredo Fajardo, Amy Wallace, Sarah Lebeck, Kriztina Palone, Ciara Wade, Larry Rose, Laurie Belton, Aisha Queen-Johnson, and Jodi Schwartz

Meeting began at 4:10 pm. Quorum was reached at 4:15pm.

Agenda Item #1-Adoption of the Agenda (Action Item)
Motion to pass the agenda was moved by Vivian Stern-Turner and seconded by Maggie Donahue.
Ayes: Ann Cochrane, Claudia Jasin, and Glenn Eagleson
Nays: None
Abstentions: None
Motion Passed

Agenda Item #2- Public Testimony on Agenda Items (Discussion Item)
None – Public Testimony will be taken throughout the meeting.

Agenda Item#3-Adoption of the Minutes from September 13, 2007 (Action Item)
Motion to pass the minutes was moved by Claudia Jasin and seconded by Vivian Stern-Turner.
Ayes: Ann Cochrane, Maggie Donahue and Glenn Eagleson
Nays: None
Abstentions: None
Motion Passed

Agenda Item #4-Youth Agency Presentation with Youth Participation (Discussion Item)
Mr. Jamie Brewster [Site Manager, Asian Neighborhood Design] presented on A.N.D's employment training program. Mr. Brewster [Asian Neighborhood Design] was unable to locate a youth participant of his program, available to present. All the youth he contacted were working at the time of this meeting.

Jamie Brewster [Asian Neighborhood Design] reported the following about their training program (Please refer to 'Attachment #2'):

- Program was founded 34-years ago by a group of Asian architects students from UC Berkeley
- Program is a general construction/carpentry, 14-week training program
- Individuals without GED's can still get into the program, as A.N.D will work with students to get their GED.
- Students are paid a stipend of $50 a week based on attendance
- After the 14-week program, students are indentured into Local 22, Carpenters Union
- Students have made $19.00 an hour, through Local 22, right out of the training program
- A.N.D case managers follow up with each student for up to two years after graduating the program

Questions by the Council:

Ms. Jasin requested the demographic information on the participants of the program. Mr. Jamie Brewster [Site Manager, Asian Neighborhood Design] stated that their participants come from all over San Francisco, but most of the students come from Bayview Hunters Point, Sunnydale, Mission, and Walden House.

Ms. Stern-Turner asked if there was an income eligibility requirement. Mr. Jamie Brewster [Site Manager, Asian Neighborhood Design] replied that there is for the WIA funding, but for their other funding sources, the only real requirement is demography.

Agenda Item #5- Director's Report (Discussion Item)

Mr. Eagleson began his report by stating that this whole state of transition actually began four years ago with the Prop. I ballot measure that was passed by the San Francisco voters. In the process, a youth employment resource mapping report was created through DCYF [Department of Children, Youth and their Families] by Mr. Eagleson, which impacted this state of transition. It was found that approximately 15 million dollars of workforce dollars was not getting coordinated, as is why the workforce legislation has been created.

Mr. Eagleson distributed a hand-out (Please refer to 'Attachment #3') to the Council and audience participants, that highlights the main components of the centralization of Workforce Development efforts – legislation overview. Mr. Eagleson noted that the legislation will be heard before the full Board of Supervisors on November 13th for final approval. Over the next two years this process will be phased in.

Amy Wallace [Workforce Manager, Mayor's Office of Economic and Workforce Development] highlighted that this legislation will give Mayor Newsom a choice between going before the Board of Supervisors with an appointment slate for new members of the WISF [Workforce Investment San Francisco] Board or Mayor Newsom appointing two members of the Board of Supervisors to the WISF Board.

Questions/Comments by the Council:

Ms. Stern-Turner noted that the WISF Board is much bigger than just WIA funds.

Amy Wallace [Workforce Manager, Mayor's Office of Economic and Workforce Development] stated this legislation will expand the WISF's appointing role and oversight. In this first year, this legislation only concentrates on general fund money, while in year two; the legislation gives oversight for all workforce dollars within the City and County of San Francisco.

Ms. Jasin asked if the legislation changes the number of seats on the WISF and does it designate seats for specific people? Ms. Amy Wallace [Workforce Manager, Mayor's Office of Economic and Workforce Development] replied that the WISF Board member seats only change by adding the possible two Board of Supervisor members. WIA regulations specify not the number of seats, but the composition of the membership (For example, 51% business, 15% from organized labor, etc.).

Public Comments:

Jodi Schwartz [Executive Director, LYRIC] asked, structurally how does the Youth Council Committee fit into this legislation?

Ms. Cochrane replied that the organizational structure of the WISF Board will remain the same, which is the Chair of the Youth Council Committee being a member of the WISF Board by being a member of the Executive Committee.

Jodi Schwartz [Executive Director, LYRIC] asked the Council how does the CBO advisory committee and the youth advisory committee link together. Mr. Eagleson responded that there isn't much of a direct link, because the CBO advisory committee advises the full WISF.

Laurie Belton [Jewish Vocational Services] asked if the DCYF funds are seen as general fund money. Mr. Eagleson responded yes. Laurie Belton asked if that meant that MOEWD will make funding recommendations on the DCYF money. Mr. Eagleson replied that the operational side has not been worked out yet.

Ms. Jasin asked if the legislation expands the capacity of MOEWD (Mayor's Office of Economic and Workforce Development) to support new FTE's to implement the legislation. Amy Wallace [Workforce Manager, Mayor's Office of Economic and Workforce Development] responded that the legislation does not specifically speak to it, but the department will definitely be looking at what the staffing needs will be to implement this legislation.

MOEWD Update: Mr. Eagleson stated that there were many challenges with the transition of closing the PIC and greatly thanked the subcontractors for their patience with the Council and the Workforce Development department during this huge shift of responsibilities. Mr. Eagleson acknowledged that there were delays in getting contracts up and ready at this point, though nine of the eleven agencies signed contracts. A reconciliation of the funds from the last few years shows that there are a reserve of about $289K from last year. The major funding change was that the One Stops' allocation was $50K, a decrease of about $220K.

Questions/Comments by the Council:

Ms. Donahue asked if any of the money would be going to COO [Communities Of Opportunities]. Ms. Amy Wallace [Mayor's Office of Economic and Workforce Development] explained that as a part of the larger funding allocation plan, an assessment of community need will determine the answer to the question.

Ms. Jasin asked about her request to discuss the determination of the set aside money for special needs/special population organizations. Ms. Cochrane stated that the Council can have some discussion new and will need to make it an action item at the next or a later Council meeting and then it will go to Rhonda Simmons (Director of Workforce Development, Mayor's Office of Economic and Workforce Development) and Glenn Eagelson (Director of Youth Employment Policy, Mayor's Office of Economic and Workforce Development) for specific recommendations.

Amy Wallace [MOEWD] also noted that there is some logistical concerns since there would now need to be a procurement process for the money.

Laurie Belton [JVS] asked if this conversation about looking at other populations may be included during the actual RFP process. Ms. Cochrane responded, yes, that the only recommendation that staff is making is that the $289K that is left over, be held in reserve to be added to the funding that will be made available after the Council develops and puts out the RFP in the Spring.

Agenda Item #6- Youth Council Plan 2007-2008 (Action Item):

Mr. Eagleson walked the Council through the proposed plan. Please refer to 'Attachment #4'.

Motion to approve the '07-'08 Youth Council Plan was moved by Maggie Donahue and seconded by Vivian Stern-Turner.
Ayes: Ann Cochrane, Claudia Jasin and Glenn Eagleson
Nays: None
Abstentions: None
Motion Passed

Agenda Item #7- Youth Council Youth Engagement Strategy (Discussion Item)

Mr. Eagleson opened this agenda item by stating that the overall focus of today's total meeting is to prepare what the Council will be doing in 2008 through 2009. After Mr. Eagleson met with Rhonda Simmons [Director, Workforce Division of the Mayor's Office of Economic and Workforce Development] and Ms. Cochrane, they collectively decided that it was important to have a youth engagement component to the Council. Mr. Eagleson explained that lessons have been learned from the process of the Transitional Youth Task Force and how that body was able to engage youth.

MOEWD [Mayor's Office of Economic and Workforce Development[is fortunate to have a small resource of funding to help the Council think about transitional youth services for the next year and the plan is to think about a good youth engagement strategy for the Spring and moving forward.

Mr. Eagleson contacted the Youth Employment Committee of the Youth Commission, to begin this discussion regarding a youth engagement strategy. From that discussion, Ms. Iqra Anjum [Chair, Youth Commission] presented to the Council a draft proposal of a youth engagement strategy to be considered.

Iqra Anjum [Chair, Youth Commission] presented the following information (Please refer to 'Attachment #1'):

- She has been the Chair of the Youth Commission for the last 2-years, and has been a part of the Commission for a total of 3-years.
- The Commission has been working to create a youth inclusionary plan regarding employment services.
- The hand-out is just a draft, and she welcomes all feed-back, comments, questions, etc.
- The Commission will be helping to/focusing on having youth participation and engagement on the Council for this upcoming year.
- The draft idea is to have a Youth Advisory Team on the Council, that would do project-based work, which would allow for direct interaction with the Council members and empower the youth to have in-put, as well as impact of particular youth related issues that come before the Council.

- The Commission will make specific recommendations on who the members of the team should be and what the specific projects will be.
- The recommended age range is: 14-24 years old
- Requesting a form of compensation for the team members working on these projects.
- The Commission is considering creating an RFP [Request For Proposal] process to allow an organization to work with this team directly, as the "host organization".
- The Commission would charge a small consulting fee to work on this project.

Questions/Comments by the Council:

Ms. Donahue requested that Larkin Street be added to the list of organizations that Iqra Anjum [Chair, Youth Commission] distributed to the Council and the audience.

Ms. Jasin asked what is the role of the "host CBO [Community Based Organization]?

Iqra Anjum [Chair, Youth Commission] replied that the role is to support the team fully, not having one person take on the entire responsibility of coordinating and organizing the team to be trained and prepared for the projects.

Mr. Eagleson also took this opportunity to point out that the funding that would be used for this project is not Youth Transitional Task Force funding, but money that was added back to MOEWD [Mayor's Office of Economic and Workforce Development] for transitional youth funding, separate from the Task Force. Mr. Eagleson also noted that they are using the research and work that Ed De Jesus has done for the Youth Development Research Fund, highlighting that one of the models that Mr. De Jesus uses are Youth Action Teams. This model was used to create the draft for how the Youth Council Committee could consider a youth engagement strategy for the upcoming year.

Ms. Jasin asked Iqra Anjum [Chair, Youth Commission] what the Youth Commission expects of the Youth Council Committee, and could there be trainings for adults on how to work with youth? Iqra Anjum [Chair, Youth Commission] responded that the Commission currently has those trainings available and that the Commission needs to know what the Council's capacity is to determine what the Commission needs from the Council.

Ms. Cochrane emphasized to Iqra Anjum [Chair, Youth Commission] that the Youth Council is going through a reconstruction period, which will have impact on the timeline she presented in her packet of information.

Ms. Jasin requested a friendly-amendment to the draft, asking that a job description of how Council members should work with the youth advisory team be created.

Iqra Anjum [Chair, Youth Commission] stated that young people want to know where they fit in. There needs to be more discussion to flush out the details of this draft.

Public Comment:

Sarah Lebeck [Treasure Island Job Corps.] asked to be added to the Youth Commission CBO list.

Jodi Schwartz, [Executive Director, LYRIC] stated that her organization has been looking at this issue and working on this issue for quite a while.

Ms. Cochrane noted that she sees the youth advisory team as a part of the Council, members with their own working group.

Mr. Eagleson reported that the next steps are the following:

- Review all the feedback that was presented at this meeting with one of the Youth Employment Committee members and a Youth Council Committee member, coming back to the next the Youth Council meeting with a status update.

Ms. Jasin volunteered to be the Youth Council Committee member that would help with this process.

Agenda Item #8- Chair's Report (Discussion Item)
Ms. Cochrane announced that Maggie Donahue will be leaving the Youth Council Committee, and today was her last day on the committee. Mr. Steve Arcelona will be taking Ms. Donahue's place on the Council. Ms. Cochrane also noted that Mr. Eagleson is no longer a member of the Council and will now be staff to the committee, since he is now the Director of Youth Employment Policy in MOEWD. Maria Su at DCYF will be taking his place on the Council.

Agenda Item #9- Public Testimony on Non-Agenda Items (Discussion Item)
None

Agenda Item #10- Future Agenda Items (Discussion Item)
Ms. Jasin requested that a mid-year report from staff be presented on where the contractors are at up to this point.

Mr. Eagleson stated that at the next meeting the Council will discuss the youth engagement process, Council membership and the RFP process.

Agenda Item #11- Adjournment (Discussion Item)
Motion to adjourn the meeting was moved by Claudia Jasin and seconded by Vivian Stern-Turner.
Ayes: Ann Cochrane, Glenn Eagleson, and Maggie Donahue
Nays: None
Abstentions: None
Motion Passed

Meeting adjourned at 5:45pm

All written materials distributed at the meeting are posted on the Private Industry Council's website www.picsf.org, and are incorporated by reference herein.

ATTACHMENT #1
(SEE AGENDA ITEM #7)

DRAFT 11/2/07

San Francisco Youth Commission's Youth Engagement San Francisco (YESF) Strategy for:

Workforce Investment San Francisco's Youth Council, the Mayor's Office of Economic and Workforce Development and the youth workforce system development

Our Vision:

- **Develop a culturally relevant approach to education and economic self sufficiency**
- **A service strategy not done to youth but with youth**
- **A youth development model focus on engagement that breaks from traditional service delivery models. (YDRF, 2007)**

The Youth Employment Committee of the San Francisco Youth Commission will create a comprehensive youth engagement plan for the Youth Council of the board of Workforce Investment San Francisco

Why do young people systemically need to be involved in the youth employment system?

- Young people need to be involved because they are the only ones that can speak to their own experiences with the current youth employment system.
- Have the ability to outreach and resources to get effective and important information from other young people.
- Youth need to be at the table and have a say in the system impacting their lives
- Youth Council should have a strong basis in the youth constituency
- Have a knowledge of the current needs, and what is currently working and not working
- Can make youth-friendly recommendations to make it more effective and making it more attractive to other young people
- Keep decision makers grounded to youth issues and solidify the charge of the Youth Council

The plan will include:

- Policy recommendations
- Recommendations for requirements for RFP respondents
- Specific recommendations for youth membership
  Young people aged 14-24 who are or have experienced youth employment system in SF
- Specific projects for young people to work on

Retention plan: RFP process for community based organization to host the youth group

- Recommendations of training needs
    - Legislative
    - Budgetary
    - Youth employment system
    - Public speaking
    - Facilitation
    - Youth leadership

If the plan in adapted and implemented, the Youth Council can expect:

- Effective/well trained youth work group plugging into the Youth Council
- Project based work for system improvement
    - Improved processes (intake, assessment, etc.)
    - Develop/support youth employment quality standards
    - Improved case management
    - Youth-led training for adult youth workers
    - Surveys of youth workers in the youth employment system
- Youth lens/assessment of the current system
    - Focus groups
    - Surveys
- Specific policy/budget recommendations from a youth perspective
- Ways to connect to other advocacy efforts, especially the Youth Commission

We expect that young people 14-24 that are in various youth employment systems or have experienced them will be recruited and trained to be a part of the youth advisory of the Youth Council, including youth from:

- MYEEP
- NEW DIRECTIONS (MYEEP)
- JOBS FOR YOUTH
- JUMA VENTURES
- ENTERPRISE
- ONE-STOPS
- JVS
- NEW VENTURES
- CHALK
- DCYF
- Youth Council
- Community based organization hosting the youth work group
- Youth Commission consulting on the youth engagement plan

About Us

San Francisco Youth Commission
YOUTH EMPLOYMENT COMMITTEE:

IQRA ANJUM, 21, District 11
Lived in San Francisco since 1996
Graduate from SFUSD, Chair of Youth Commission 05-06, 06-07
Student, UC Berkeley, College of San Mateo
Spearheading city-wide youth engagement plan

MARQUEZ GRAY, 22, District 6
Youth worker/advocate, CHALK since 16 years old
Two years as a youth employee
Three years of being an adult staff at a youth employment program
Three years experience as an active member of the Youth Employment Coalition

DEONNA FRIERSON, 16, District 11
Junior at Lincoln High school
Former MYEEP worker (2005)
Current Peer Court Youth Advocate (Teen Court, mediation, facilitation, trainer)

BRANDON FRANKLIN, 19, District 5
Student at City College, attended Ida B Wells SFUSD
Former YouthWorks participant
Held many various low-wage jobs in retail, security, food service

RACHEL ANTROBUS, Staff
Current Director of the San Francisco Youth Commission
Help three Youth Council engage youth membership in Orange County, CA
Seven years experience in youth workforce development inside One-Stops, schools and CBOs
Trained in national and statewide tools for building effective Youth Councils

Funding/Stipends

As Youth Commissioners, we are not stipended or otherwise compensated for our work, we request a modest fee for our consultation on this project.

We expect developing this plan, including an RFP, and some training on new processes will require about 10-15 hours/member. Given our current schedule, we are going to ask for two hours a week from our members to create the plan from now until mid-December.

We may have help from the Young Adult Team from the Transitional Youth Task Force, so we would ask for five youth to be funded to create this plan.

Consultation from Five Youth Commissioners	$20/hour (estimated 20-25 hour/person)	
	TOTAL PROJECTED COST	$2000-$2500

Preliminary Timeline

What	Who	By When
Flesh out the plan Present to Glenn, others	All Iqra, Marquez	November 07
Draft the plan and RFP	All	December 07
Read grant proposal and select grantee	YEC, Youth Council, MOEWD	January 08
Recruit, select and train youth advisory	By grantee	February 08
New Youth Council named	MOEWD	March 08
Youth Council's Youth Advisory meets regularly, ongoing	Youth Advisory	April 08

ATTACHMENT #2
(SEE AGENDA ITEM #4)

FREE **CONSTRUCTION** TRAINING @ Asian Neighborhood Design

- 14 weeks of hands on training
- Boots, Coveralls provided
- GED assistance
- $50 weekly stipend
- Age 17 and up
- Women encouraged to apply!
- Orientation held every Thursday @ 10am
- 1021 Mission @ 6th 415- 575-0423

ATTACHMENT #3
(SEE AGENDA ITEM #5)

Centralization of Workforce Development Efforts -- Legislation Overview

The purpose of this legislation is to reorganize the City's workforce development efforts into one location within the Department of Economic and Workforce Development or successor department, in order to centralize workforce development policy and oversight, increase the effectiveness of workforce development service delivery, coordinate workforce development funding, eliminate duplicative services, fill gaps in services, and to create a single office that oversees the City's complimentary goals of preparing unemployed and underemployed individuals to become as economically self sufficient as possible, and assisting employers with locating and retaining skilled workers.

Phase 1

- ID all workforce funds and expenditures
- Develop tracking method
- Develop funding allocation plan for general funds (inc match) for FY 2008-2009
- Manage all general funds

Phase 2

- Continue to track workforce funds and expenditures
- Continue to manage all general funds
- Develop Funding allocation plan for all workforce development funds for FY 2009-10
- Develop plan and timeline for add'l centralization to improve efficiency and effectiveness

Funding allocation plan will include budgets, program plans, performance measures, and outcomes goals.

Development and review of Funding Allocation Plan will dovetail with budget process, provides opportunity for WISF to review prior to BOS review & approval.

MOEWD Director of Workforce Responsibilities:

- Provide policy and oversight for all workforce funding and efforts in San Francisco
- Develop strategic and funding allocation plans
- Define and manage outcome data for all workforce programs
- Require City contractors to meet performance goals

Department Responsibilities:

- Provide information of workforce funding
- Follow Director of Workforce's strategic direction on workforce activities
- Don't start any new programs without consulting MOEWD
- Enter MOU defining dept workforce responsibilities
- Administer workforce funds in accordance with Funding Allocation Plan

Workforce Investment Board Appointments:

- The Mayor must EITHER: submit names of WISF members for approval OR appoint 2 members of the BOS to the WISF.

CBO Advisory Committee:

- 7 member Committee – 4 appointed by BOS, 3 add'l by Homeless, Violence Prevention, and Transitional Youth Task forces
- Time limited, staggered terms reps of CBOs
- Will advise WISF on workforce priorities, job seeker needs

ATTACHMENT #4
(SEE AGENDA ITEM #6)

MOEWD/Youth Council Plan
November 2007 – June 2008

	November - March	April - June
Operational Responsibilities	• Monitor existing contracts • Develop priorities and plan for 2008-09 funding, including One Stop services • Develop RFP, Review & Selection Process	• Monitor existing contracts • Selection of providers for 2008-09 • Develop contracts with providers
Strategic Responsibilities	• Design & Define the new Youth Council • Identify new members • Identify Youth Council scope of work for 2008 • Inform/Engage providers • Finalize candidates for Youth Council • Invite/Solicit members in partnership with Mayor's Office • Plan orientation for new Youth Council and develop orientation materials	• Appoint new Youth Council • Orient new members • Develop youth plan for services at One Stops • Adopt youth engagement strategy
Youth Council Meetings	• Discussion of Youth Engagement Strategy • Approve RFP process for 2008-09 • Advise on membership criteria for Youth Council • Provide recommendations for YC orientation and engagement	• Installation of new Youth Council • Orientation & training
Glenn/MOEWD	• Research existing models and best practices of Youth Council structure and process. (Currently looking at Philadelphia, Boston, San Diego, Oakland, Hartford, Sonoma County and YCi) • Develop Youth Council reconstitution plan • Develop Youth Council membership criteria and identification process • Research and develop orientation materials • Research RFP's in other communities	• Oversee orientation and training on new Youth Council • Outline strategic planning process for 2008 - 09

WORKFORCE INVESTMENT SAN FRANCISCO

Local Workforce Investment Board for the City and County of San Francisco

NOTICE OF A SPECIAL MEETING
OF THE
YOUTH COUNCIL OF THE
WORKFORCE INVESTMENT SAN FRANCISCO BOARD

Date: Wednesday, February 20, 2008
Time: 3:00 p.m. – 5:00 p.m.
Location: **Auditorium**
City College District Office
33 Gough Street
San Francisco, CA. 94103

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AGENDA APPEARS ON THE REVERSE SIDE

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(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force.

To obtain a free copy of the City's Sunshine Ordinance or to report a suspected violation, contact:

Adele Destro, Interim Administrator
Sunshine Ordinance Task Force
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4683
Telephone: 415-554-7724 Fax: 415-554-5163
E-mail: sotf@sfgov.org
The Sunshine Ordinance is available online at: http://www.sfgov.org/site/sunshine_index.asp?id=4673

OTHER ACCOMMODATIONS

In order to assist the City's efforts to accommodate persons with severe allergies, environmental illnesses, multiple chemical sensitivity or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical based products. Please help the City accommodate these individuals.

♿ If you require special accommodation due to a disability, please call Kriztina Palone at 415-554-6192 or TDD 800-735-2929 (CRS) at least 72 hours in advance.

WORKFORCE INVESTMENT SAN FRANCISCO

Local Workforce Investment Board for the City and County of San Francisco

MINUTES OF THE
FEBRUARY 20, 2008 MEETING OF THE
YOUTH COUNCIL OF THE
WORKFORCE INVESTMENT SAN FRANCISCO (WISF) BOARD
3:00pm-5:00pm

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0/08

The meeting was held at City College District Office, Auditorium- 33 Gough, San Francisco.

Present:
Glenn Eagleson, Maria Su, Belinda Jefferies, Benjie Williams, Steve Arcelona, Liz Jackson-Simpson, Ann Cochrane, Vivian Stern Turner

Absent:
Claudia Jasin and Dana Fairchild

PUBLIC (AS EVIDENCED BY THE SIGN IN SHEET):
Charlotte Clemens, Peter Gerharz, John Magrans, Marianella Castro, Ciara Wade, Lanya Samuelson, Ricardo Alva, Monique Forster, Kriztina Palone

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Meeting began at 3:10pm. Quorum was reached at 3:15pm.

Agenda Item #1- Adoption of the Agenda (Action Item)
Motion to pass the agenda was moved by Steve Arcelona and was seconded by Benjie Williams.
Ayes: Anne Cochrane, Glenn Eagleson, Maria Su, Belinda Jefferies, Liz Jackson-Simpson, Vivian Stern Turner.
Nays: None
Abstentions: None
Motion Passed

Agenda Item #2 – Director's Report (Discussion Item)
Mr. Eagleson distributed attachment #1, Current Work of MOEWD, to the Council and audience participants, which highlighted the activity with MOEWD and the transition and system development of MOEWD. An update was given around pressing issues such as:

- What are the Workforce priorities for young people and what are the service structure priorities for young people.

- SF Hope, which addresses the redevelopment around public housing units in the City.
- An interagency council is being formed to address the intersection of communities of opportunity, Violence Prevention Planning and the Transitional Youth Task Force. Some of the same issues include issues that the Youth Council has discussed.
- There is a One Stop expansion RFP that went out for neighborhood workforce centers in the Western Addition and Chinatown. A decision will be made and it should be announced next week.
- A WIA RFP will be released in March with a one year worth of funding with an option to renew.
- MOEWD will move forward with a new WISF and Youth Council.
- MOEWD will begin a strategic planning process, analyzing needs and data for youth and adult services.
- MOEWD is working with the Mayor's Office to clarify our role in addressing the increasing violence in the community, particularly around the youth.

Mr. Steve Arcelona responded to Mr. Eagleson's comments around the community violence, by stating that the Mayor has an executive order to create a violence prevention council. Other City agencies would be required to participate and the council would meet every other week and start now through summer. This council will discuss activities that will help with violence in the summer months, primarily focused on youth.

Ms. Maria Su added to Mr. Steve Arcelona's comment regarding the violence prevention council and other City Departments including DCYF, Housing Authority, and the Mayor's Office of Criminal Justice would be included as well.

Ms. Anne Cochrane asked if there will be other City Departments on the Violence Prevention council.

Ms. Liz Jackson- Simpson asked if there would be any other knowledge or expertise on this matter besides the City Departments involved.

Mr. Steve Arcelona responded to Ms. Cochrane's and Ms. Jackson- Simpson's question and stated that there will be about 15-20 City Departments on the council. Mr. Arcelona also stated that this would not be a funding group and this group would be more about coordination, generally by district. Strategic around what is already out there and determine the best way to put together that information.

Ms. Belinda Jefferies added that the best way to address collaboration would be to collectively put together a document that provided services and what were some of the problems, use as a guide to contact CBO's.

Public Comment: None

Agenda Item # 3- Update on Performance (Discussion Item)
Mr. Glenn Eagleson referred to two attachments that were distributed. (Please refer to attachment #2, Youth Providers Summary Report and attachment # 3, WIA Youth Participant Comparative Demographic Report).

Public Comment:
Alfredo Farjardo [MOEWD] – Information in the report from the JTA system are actual numbers in the JTA system, and there has been a challenge with number certification. There are also numbers that have not been reported yet.

Mr. Glenn Eagleson stated that staff is going to work with both HSA and youth providers to improve the certification process. There are some challenges that staff will not be able to overcome such as, federal guidelines, requirements, and paperwork. But MOEWD is trying to figure out a better system to filling out the forms.

Ms. Anne Cochrane requested a report that showed the numbers for goal to actual, in the WIA Youth Participant Comparative demographic Report.

Public Comment: None

Agenda Item #4 – Update on Youth Engagement Request for Quotation
Mr. Glenn Eagleson asked for feedback on the draft of the RFQ qualifications in place. (Please refer to attachment # 4, draft RFQ #102; Section D; Scope of Work) The contract objectives are too broad.

There was discussion regarding the contract language, specifically around WIA funds and conflict of interest of WIA recipients.

There was a consensus from the Youth Council members that the language be given to the City Attorney for review.

Agenda Item #5- Policy Guidance for 2008-09 Request for Proposals (Discussion Item)
Mr. Glenn Eagleson stated that the RFP to be released in March is for youth and adult funding, (Please refer to attachment #5, RFP guidelines, and attachment #6 DCYF Youth Workforce Funding), it includes services provided through community organizations and services provided by the One Stop. The RFP is roughly estimated to be about 3.5 million dollars. Mr. Eagleson asked for policy guidance from the Youth Council regarding what has changed over the last four years with the current funding structure.

Public Comment:
Mr. Alfredo Farjardo [MOEWD] reported on the new DOL Common Performance Measures (Please refer to attachment #7, Side by Side Comparison, and attachment #8, Youth Common Measures At-A-Glance) of out of school funding. Due to a state waiver, these measures will apply retroactively to July 2007.

Mr. Glenn Eagleson added that providers will not be penalized for not meeting current performance based on the common measures. Mr. Eagleson also announced that there will be a 10%-15% cut in WIA funds.

Public Comment:
Ms. Charlotte Clemens, [Family Services Agency] stated that there are youth that will not be able to be served under the new common measures, which raises an issue for the youth that Charlotte works with.

Ms. Lanya Samuelson, [International Institute] mentioned that she serves primarily younger youth and the new common measures will be very difficult to achieve and be eligible to meet. Ms. Samuelson asked the Council to think about other agencies to fund the youth.

Ms. Maria Su added that DCYF will continue to be the primary funder of services for youth up to age 18.

Agenda Item # 6- Chair's Report (Discussion Item)
The next Youth Council meeting was scheduled for April 9, 2008 from 4pm-6pm.

Agenda Item # 7- Public Testimony on Non-Agenda Items (Discussion Item)
None

Agenda Item #8 – Future Agenda Items (Discussion Item)
Ms. Anne Cochrane stated that for the next Youth Council meeting the Council will focus on recruitment, and the orientation process of new Youth Council Members.

Agenda Item # 9- Adjournment (Action Item)

Motion to adjourn was moved by Steve Arcelona and seconded by Liz Jackson-Simpson.

Ayes: Anne Cochrane, Glenn Eagleson, Belinda Jefferies, Benjie Williams, Vivian Stern-Turner, Maria Su

Nays: None

Abstentions: None

Motion Passed

Meeting adjourned at 5:00pm

All written materials distributed at the meeting are posted on the Private Industry Council's website www.picsf.org, and are incorporated by reference herein

HANDOUT #1
(SEE AGENDA ITEM #2)

Current Work of MOEWD

System-Development

- Transition Age Youth
- SF Hope
- Interagency Council
- One Stop Expansion
- Strategic Planning
- School-to-Career.
- WISF & Youth Council Development
- Coordination with other City Departments
  - HSA
  - MOCD
  - MOCJ
  - PUC
  - Port
  - DOE
  - DCYF
  - Airport
  - JPD
  - Adult Probation
  - SFUSD
  - Muni

Program

- CityBuild
- WIA
- Green Collar

Emerging Needs

- Call In Strategy
- Safe Summer/"Hook-Ups"
- SF Hope

HANDOUT #2
(SEE AGENDA ITEM #3)

MAYOR'S OFFICE OF ECONOMIC AND WORKFORCE DEVELOPMENT
WORKFORCE INVESTMENT ACT

YOUTH PROVIDERS SUMMARY REPORT
JULY 1, 2007 TO JANUARY 31, 2007

PROVIDER	Enrollments			Carry-In 06/07	Follow-Up 06/07	Placements		Diploma or Cert.
	Actual	Annual Goal	%			Job	Ed.	
Asian Neighborhood Design	7	14	50%	4	4	1	3	4
Family Service Agency of San Francisco	2	21	10%	8	14	3	3	1
IndoChinese Housing Development Corporation	3	55	5%	53	NR	12	NR	NR
International Institute of the Bay Area	6	22	27%	19	NR	NR	NR	NR
Larkin Street Youth Services	16	25	64%	17	NR	NR	NR	1
Lavender Youth Recreation & Information Center	5	20	25%	7	NR	1	NR	NR
Mission Hiring Hall	3	15	20%	9	NR	NR	NR	NR
Mission Language & Vocational School	13	20	65%	2	1	1	NR	3
New Door Ventures	8	19	42%	7	31	4	NR	1
Renaissance Parents of Success	4	23	17%	0	NR	1	2	NR
SF Sheriff's Department	11	22	50%	12	NR	4	2	1
TOTAL	78	256		138	50	27	10	11

*NR = None Reported

HANDOUT #3
(SEE AGENDA ITEM #3)

WORKFORCE INVESTMENT ACT - YOUTH PARTICIPANT
COMPARATIVE DEMOGRAPHIC REPORT

As of 12/2006	WIA Youth	%	As of 01/2008	WIA Youth	%
Total Participants	**257**		**Total Participants**	**191**	
Carry-In from previous year	161	63%	Carry-In from previous year	117	61%
New Participants	96	37%	New Participants	74	39%
Total Exits	**63**	**25%**	**Total Exits**	**37**	**19%**
Entered Employment	17	27%	Entered Employment	9	24%
Training Related Placement	13	21%	Training Related Placement	4	11%
Entered Military Service	0	0%	Entered Military Service	0	0%
Entered Qualified Apprenticeship	3	5%	Entered Qualified Apprenticeship	0	0%
Entered Post-Secondary Education	28	44%	Entered Post-Secondary Education	12	32%
Entered Advanced Training	11	17%	Entered Advanced Training	2	5%
Attained Certificate/Degree	12	19%	Attained Certificate/Degree	5	14%
Attained HS Diploma or GED	8	13%	Attained HS Diploma or GED	11	30%
Returned to Secondary School	6	10%	Returned to Secondary School	8	22%
Exits Excluded from Performance	0	0%	Exits Excluded from Performance	0	0%
Other Exits	60		Other Exits	36	
Gender			**Gender**		
Female	160	62%	Female	117	61%
Male	97	38%	Male	74	39%
Age			**Age**		
14-18	155	60%	14-18	108	57%
19-21	102	40%	19-21	83	43%
Ethnicity:			**Ethnicity:**		
American Indian/Alaskan Native	0	0%	American Indian/Alaskan Native	3	2%
Asian	64	25%	Asian	45	24%
Black/African American	91	35%	Black/African American	73	38%
Hawaiian Native/Other Pacific Islande	4	2%	Hawaiian Native/Other Pacific Islander	2	1%
White	23	9%	White	21	11%
Hispanic or Latino	77	30%	Hispanic or Latino	55	29%
Barriers to Employment:			**Barriers to Employment:**		
Disabled	44	17%	Disabled	31	16%
Limited English Proficiency	23	9%	Limited English Proficiency	19	10%
Single Parent	19	7%	Single Parent	14	7%
Low Income	249	97%	Low Income	182	95%
Offender	32	12%	Offender	26	14%
Homeless	11	4%	Homeless	15	8%
Runaway Youth	0	0%	Runaway Youth	4	2%
Pregnant/Parenting Youth	27	11%	Pregnant/Parenting Youth	21	11%
Youth needing additional assistance	94	37%	Youth needing additional assistance	130	68%
Basic Literacy Skills Deficient	186	72%	Basic Literacy Skills Deficient	136	71%
Substance Abuse	13	5%	Substance Abuse	14	7%
Foster Youth	13	5%	Foster Youth	14	7%

HANDOUT #4
(SEE AGENDA ITEM #4)

SEAL OF THE CITY AND COUNTY OF SAN FRANCISCO

MAYOR'S OFFICE OF ECONOMIC AND WORKFORCE DEVELOPMENT

Draft

Request for Qualifications (RFQ) #102

For

Youth Engagement
Youth Council of the Workforce Investment San Francisco

Deadline for Submitting Applications: February 21, 2008
Applications must be received by 5:00 p.m.
6 copies of the completed proposal should be submitted to:
Mayor's Office of Economic and Workforce Development
30 Van Ness Ave., Suite 3900
San Francisco, CA 94102
Attention: Larry Chatmon
HAND DELIVERY RECOMMENDED

Respondent's Conference

A Respondent's Conference to assist interested applicants in determining eligibility and completing the required elements of the proposal packet will be held on:

March 11, 2008
9am – 10am
XXXXXXXXXX - location
XXXXX Room

A. PROJECT DESCRIPTION

The City and County of San Francisco Department of Economic and Workforce Development is seeking a contractor to provide youth engagement strategies. The contract period will be from May 1, 2008 through June 30, 2009. The total amount available for this RFQ is $125,000 to include staffing, implementation and youth compensation costs.

For the purpose of this RFQ the following definitions will apply:

- MOEWD: Mayor's Office of Workforce Development, Workforce Development Division
- Youth Task Force:
- Youth Council of the Workforce Investment San Francisco Board:
- City: City and County of San Francisco, a municipal corporation.
- DEWD: Department of Economic and Workforce Development
- RFQ: Request for qualifications.

If there are any questions regarding this RFQ, please contact Larry Chatmon at (415) 581-2324.

B. RFQ TIMELINE

Outreach/Advertising	2/25/2008
RFQ Issued	3/3/2008
Respondents' Conference	3/11/2008 9:00am
Proposals Due	3/24/2008 5:00pm
Interviews (if necessary)	4/5/2006
Contractor Selection	4/19/2006
Contract Period Begins	5/1/2008

Respondents: Please keep Wednesday, April 5, 2006 open for possible interviews.

Schedule may change if necessary.

C. RESPONDENTS' CONFERENCE

A Respondents' Conference will be held on Thursday, March 11, 2008 at 9:00 AM at the XXXXXXXXX, San Francisco, CA, to answer any questions regarding this RFQ. Respondents with questions can submit them in writing prior to March 11, 2008 to:

Mayor's Office of Economic and Workforce Development
Larry Chatmon -Contract Management
30 Van Ness Avenue, Suite 3900
San Francisco, CA 94102
ATTN: RFQ #102
Email: larry.chatmon@sfgov.org

Fax (415) 581-2317

D. SCOPE OF WORK

In the 2007 Report on Disconnected Youth in San Francisco, the Mayor's Transitional Youth Task Force calls on the need for policy bodies addressing the needs of transitional age youth to include young people in their planning and policymaking:

> ***Policies and programs serving transitional age youth must be based on an understanding of the needs and expertise of their consumers. Youth participation in decision-making has the power to contribute to positive youth development, facilitate service quality improvements and increase young people's willingness to engage in services.***

Contract Objectives

1. **To develop and implement a youth engagement strategy in partnership with MOEWD for the Youth Council of the Workforce Investment San Francisco Board.**
2. **To provide on-going support for youth on policy and system development activities.**

The Plan should include the necessary support, training, decision-making process and project-based activity that will be needed to engage young people on the Council in a meaningful and supportive way. It should also create a venue for youth involvement on citywide youth workforce policy issues.

E. MINIMUM QUALIFICATIONS

In order for the application to be considered responsive to this RFQ, the contractor must possess the following minimum qualifications:

1. Respondents must have a minimum of 5 years experience in providing leadership and/or youth development services to young people under age 24.
2. Respondent must not currently be receiving youth employment or workforce funding.

F. PREFERRED QUALIFICATIONS

The contractor should possess some or all of the following preferred qualifications:

1.

G. CONTENT OF RESPONSE PACKAGE

Submissions in reply to this RFQ must be in the form of a "response package" containing the response and all required supporting information and documents. Respondents are required to provide all information requested below. In your response, please indicate "N.A." if the statement is not applicable to you. UNEXPLAINED OMISSIONS IN THE RESPONSE PACKAGE WILL DISQUALIFY THE ENTIRE SUBMISSION PACKAGE FOR REVIEW.

Respondents must submit an original response package and five (5) complete copies. (Six total)

All information in the response package must be presented in the following sequence:

1. Response Cover Letter
2. Provide resumé (s) of your experience, education, and other factors relevant to the services described in this RFQ. Be sure to include information about work similar to this project, any related completed projects, education, and training.
3. Provide a statement listing all contracts (both public and private) relevant to services solicited that have been completed during the last five (5) years. The statement must also list any failure or refusal to complete a contract, including details and dates.
4. Provide a written statement addressing the following items:
    a. Summary of skills, resources, and experience relevant to this contract; (be sure to address all the preferred qualifications listed in Section F of this RFQ)
    b. The major steps, tasks, number of hours, and timeline in order to fulfill the contract requirements; (be sure to address all items listed in Section D, Scope of Work, of this RFQ)
    c. A contract budget

5. Two (2) letters of verifiable reference; and

6. Any relevant addenda which the respondent wishes to submit.

H. FINAL SUBMISSION

RESPONSE PACKAGE MUST BE RECEIVED IN HAND NO LATER THAN 5:00 P.M., MARCH 17, 2008. NO EXCEPTIONS.

DELIVERY ADDRESS:
MAYOR'S OFFICE OF ECONOMIC AND
WORKFORCE DEVELOPMENT
CONTRACT MANAGEMENT
ATTN: LARRY CHATMON
30 VAN NESS AVENUE, SUITE 3900
SAN FRANCISCO, CA 94102

RESPONDENTS MUST ALLOW FOR ADEQUATE TIME FOR PARKING, LOCATING THE OFFICE, OBTAINING APPROVAL THROUGH SECURITY STAFF TO DELIVER THE PROPOSAL, AND OTHER POSSIBLE DELAYS. RESPONSES NOT RECEIVED IN HAND BY 5:00 P.M., MARCH 17, 2008 AT THE MAYOR'S OFFICE OF ECONOMIC AND WORKFORCE DEVELOPMENT, MAY BE REJECTED. POSTMARKS WILL NOT BE ACCEPTED IN LIEU OF THIS REQUIREMENT. SUBMISSIONS BY FAX WILL NOT BE ACCEPTED.

I. FINAL SELECTION

The selection process will include an initial screening of the responses, based on the minimum qualifications. All qualified written responses will then be evaluated by the technical review panel and scored. The Department has the option of conducting oral interviews as part of the evaluation process.

If the Department opts to conduct interviews to assess respondents' ability to provide the services, the Department may elect to interview only the most qualified respondents (based on the minimum qualifications), if the number of responses is high. The review panel will then submit its recommendation to the Workforce Development Director.

The final selection, based upon the written response (and possibly an interview), will be made by the Workforce Development Director.

J. HUMAN RIGHTS COMMISSION RATING PREFERENCES

1. Human Rights Commission:

The Human Rights Commission is responsible for ensuring that discriminatory practices are not inherent in the procurement process that would exclude quality minority and women-owned enterprises from securing contracts. The Commission is responsible for monitoring and enforcing the DBE Ordinance. For more detailed information, see the Human Rights Commission website at www.sfhrc.org.

K. PROTESTS

1. Following the tentative award of the Contract, the MOEWD will accept protests regarding the proposal process and selection of a contractor.
2. Protests must be in writing and addressed to:

   Workforce Development Director
   Mayor's Office of Economic and Workforce Development
   City Hall, Room 448
   1 Dr. Carlton B. Goodlett Way
   San Francisco, CA 94102

3. The reason for the protest must include citation of law, rule, regulation or practice upon which the protest is based.
4. Protests must be received within 10 calendar days from the date of the award letter or notice of non-selection.
5. If the City determines that a meeting with the protester is necessary, such meeting will be scheduled within seven (7) calendar days of the receipt of a protest to review and attempt to resolve the protest.

HANDOUT #5
(SEE AGENDA ITEM #5)

WIA Youth Services shall:

A. Provide participants with an objective assessment of the academic levels, skill levels and service needs, which shall include:

- A review of basic skills
- Occupational skills
- Prior work experience
- Employability
- Interests
- Aptitudes (including interests and aptitude for nontraditional jobs)
- Supportive service and developmental needs

B. Develop service strategies for each participant that shall identify:

- A goal to return to school/High School for completion or to achieve a High School Diploma equivalency
- An employment goal (including, if appropriate, nontraditional employment)
- Appropriate achievement objectives
- Appropriate services for the participant taking into account the assessment

C. Provide for participants:

- Preparation for postsecondary education opportunities in appropriate cases
- Strong linkages between academic and occupational learning
- Preparation for unsubsidized employment in appropriate cases
- Effective connections to intermediaries with strong links to
    - The job market
    - Local and regional employers

Ten Required Program Elements

WIA Youth programs shall provide elements consisting of:

- Tutoring, study skills training or remedial education to address academic deficits, and instruction leading to completion of secondary school, including dropout prevention strategies
- Alternative secondary school and GED preparatory placement
- Summer employment opportunities that are directly linked to academic and occupational learning
- Paid and unpaid work experiences including internships and job shadowing
- Occupational skills training as appropriate
- Leadership development and community service opportunities which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours, as appropriate
- Supportive services
- Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months
- Follow up services for up to twelve (12) months after completion of participation, as appropriate
- Comprehensive guidance and counseling including substance abuse, mental health and other issues as needed.

HANDOUT #6
(SEE AGENDA ITEM # 5)

SF DEPARTMENT OF
CHILDREN YOUTH
& THEIR FAMILIES

Gavin Newsom
Mayor

Margaret Brodkin
Director

Department of Children, Youth & Their Families
Youth Workforce Development

I. Introduction

In addition to the broad range of Youth Workforce Development programs that the Department of Children, Youth and Their Families funds, DCYF also supports several key initiatives in the field to expand opportunities for youth:

- Jobs For Youth
- Mayor's Youth Employment & Education Program (MYEEP)
- New Directions
- San Francisco YouthWorks
- Workreation

DCYF also funds youth-driven and youth-directed activities, which are funded through Youth Empowerment strategy.

Annual DCYF funding, as indicated in FY 07 – 08 Service Allocation Plan:

Youth Workforce Development	$9,655,650
Youth Empowerment	$1,070,000

II. Description

a. Jobs For Youth
Allocation: $200,000

Jobs for Youth (JFY) is a collaborative project created in partnership with United Way of the Bay Area and the city of San Francisco to streamline the process for employers to list opportunities for youth and for youth to search for private sector employment. The aim to maximize job and internship opportunities for the city's work-ready youth by combining the resources of the nonprofit, public, and private sectors in San Francisco.

b. Mayor's Youth Employment & Education Program (MYEEP)
Allocation: $3,238,650

MYEEP provides subsidized employment opportunities for approximately 1,200 low-income, high school aged youth each year. The goal of the program is to support the positive development of youth in San Francisco by engaging them in meaningful employment, career, leadership, and community involvement opportunities. MYEEP is overseen by a collaboration of 12 community-based organizations, which ensures citywide inclusion in the program, as well as access to a diverse array of services.

- Lead Agency: Japanese Community Youth Council
- Subcontractors:
  Bernal Heights Neighborhood Center
  Community Educational Services
  Community Youth Center
  Horizons Unlimited
  Jewish Vocational Service
  Mission Neighborhood Centers
  Morrisania West Inc
  Southwest Community Corporation
  Vietnamese Youth Development Center
  Visitacion Valley Community Center
  Young Community Developers

c. New Directions
Allocation: $2,052,000

New Directions provides employment and training opportunities for youth on probation by leveraging existing training and supports and, where appropriate, bringing new ones to the table. Youth identified by the Juvenile Probation Department (JPD) are assessed for their appropriateness for the initiative and referred to either the Mayor's Youth Employment & Education Program (MYEEP) or Workreation, a citywide work experience program operated by the Recreation and Park Department. Recently, Occupation Therapy Training Program has been integrated into this program to provide OT assessment.

d. San Francisco YouthWorks
Allocation: $1,031,000

San Francisco YouthWorks is a citywide employment program that provides youth with an opportunity to enhance their employability skills and increase awareness of government careers through supportive and learning-rich internships. Annually, San Francisco YouthWorks serves over 350 10th to 12th grade students who attend a public, independent, parochial, or community-based high school and reside in San Francisco. A core element of the program is volunteer career mentors, who provide educational, work-based learning experiences for each participant. This experience is supplemented by other program activities including: educational activities, pre-employment and career development training, ongoing workplace monitoring, and leadership development opportunities. Lead agency is Japanese Community Youth Council.

e. Workreation
Allocation: $378,000

Workreation is a unique San Francisco program designed especially for teens 14 through 17 years old. Participants work for minimum wage in a variety of recreational, aquatic, horticultural, administrative, and athletic positions throughout the Recreation and Park Department. Teens are provided the opportunity to develop leadership skills, problem solving, work along side others, and community awareness. They develop job-related skills such as safety awareness, job retention, program planning and implementation, communication skills, and first aid. Teens work for 10 hours per week during the school year and 20 to 30 hours per week during the summer months. All teens 14 through 17 years old who attend school in San Francisco, live in San Francisco, or have a Parent or Guardian who works in San Francisco are eligible. Admittance into the program is highly competitive and based on his or her application, interview results, and background clearance.

f. Other Youth Workforce Development funded agencies:

Arriba Juntos
Bay Area Community Resources
Bay Area Video Coalition
California Academy of Sciences
California Lawyers for the Arts
Center for Young Women's Development
Enterprise for High School
GirlSource
Golden Gate Community, Inc.
Horizons Unlimited
Huckleberry Youth Programs
Indochinese Housing Development Corporat
International Institute of San Francisco
Jewish Vocational Service
Juma Ventures
Larkin Street Youth Services
Lavender Youth Recreation & Information
Life Learning Academy

Marriott Foundation for People with Disabilities
Zeum

Strategy: Youth Entrepreneurship

GIRLS 2000
Mission Community Financial Assistance
YMCA - Shih Yu-Lang

- *Information for this document is available at DCYF's web site : www.dcyf.org*
- *DCYF's Service Allocation Plan can be accessed via http://www.dcyf.org/Content.aspx?id=1608&ekmensel=54_submenu_0_link_2*

For more information, contact Maximilian Rocha, LCSW, senior planner & policy analyst, at 415-934-4841, or mrocha@dcyf.org

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HANDOUT #7
(SEE AGENDA ITEM # 5)

SIDE BY SIDE COMPARISON

OLD PERFORMANCE MEASURES	NEW COMMON MEASURES
Older Youth (19-21 years old) Measures	*Youth Program (14 – 21 years old)*
Entered Employment Rate *Of those who are not employed at registration and who are not enrolled in post-secondary education or advanced training in the first quarter after exit:* # of older youth (OY) who have entered employment by the end of the 1st Qtr. after exit ÷ # of OY who exit during the Qtr.	**Placement in Employment or Education** *Of those who are not in post-secondary education or employment (including the military) at the date of participation:* # of youth participants who are in employment (including the military) or enrolled in post-secondary education and/or advanced training /occupational skills training in the first quarter after the exit quarter ÷ # of youth participants who exit during the quarter
Employment Retention Rate *Of those who are employed in the first quarter after exit and who are not enrolled in post-secondary education or advanced training in the third quarter after exit:* # of OY who are employed in 3rd Qtr. after exit ÷ # of OY who exit during the Qtr.	
Earnings Change in Six Months *Of those who are employed in the first quarter after exit and who are not enrolled in post-secondary education:* [Total Post-Program Earnings (earnings in Qtr 2 +Qtr 3 after exit)] -[Pre-Program Earnings (earnings in Qtrs 2 + 3 prior to registration)] ÷ # of OY who exit during the quarter	
Credential Rate # of OY who were in employment, post-secondary education, or advanced training in the first Qtr. After exit and received a credential by the end of 3rd Qtr. after exit ÷ # of OY who exit during the Qtr.	**Literacy and Numeracy Gains** *Of those **out-of-school** youth who are basic skills deficient:* # of youth participants who increase one or more educational functioning levels ÷ # of youth participants who have completed a year in the program (i.e., one year from the date of first youth program service) plus the # of youth participants who exit before completing a year in the youth program
Younger Youth (14-18 years old) Measures	
Skill Attainment Rate *Of all in-school youth and any out-of-school youth assessed to be in need of basic skills, work readiness skills, and/or occupational skills:* Total # of attained basic skills + # of attained WR skills + # of attained Occ. skills ÷ Total # of basic skills goals + # of WR skills goals + # of Occ. skills goals	
Diploma or Equivalent Attainment Rate *Of those who register without a diploma or equivalent:* # of younger youth (YY) who attained a secondary school diploma or equivalent by the end of the 1st Qtr. after exit ÷ # of YY who exit during the Qtr. (except those still in secondary school at exit	**Attainment of a Degree or Certificate** *Of those enrolled in education (at the date of participation or at any point during the program):* # of youth participants who attain a diploma, GED, or certificate by the end of the third quarter after the exit quarter ÷ # of youth participants who exit during the quarter
Retention Rate # of younger youth found in one of the following categories in the 3rd Qtr. after exit: — post secondary education — advanced training — employment — military service — qualified apprenticeships ÷ # of YY who exit during the Qtr. (except those still in secondary school at exit)	
Participant Customer Satisfaction The weighted average of participant ratings on each of the 3 questions regarding overall satisfaction reported on a 0-100 scale.	***NONE***
Employer Customer Satisfaction The weighted average of employer ratings on each of the 3 questions regarding overall satisfaction reported on a 0-100 scale	***NONE***

HANDOUT #8
(SEE AGENDA ITEM #5)

YOUTH COMMON MEASURES AT-A-GLANCE

Placement in Employment or Education

Of those who are not in post-secondary education or employment (including the military) at the date of participation:

# of youth participants who are in employment (including the military) or enrolled in post-secondary education and/or advanced training /occupational skills training in the first quarter after the exit quarter

# of youth participants who exit during the quarter

Attainment of a Degree or Certificate

Of those enrolled in education (at the date of participation or at any point during the program):

# of youth participants who attain a diploma, GED, or certificate by the end of the third quarter after the exit quarter

# of youth participants who exit during the quarter

Literacy and Numeracy Gains

Of those out-of-school youth who are basic skills deficient:

# of youth participants who increase one or more educational functioning levels

# of youth participants who have completed a year in the program (i.e., one year from the date of first youth program service) plus the # of youth participants who exit before completing a year in the youth program

WORKFORCE INVESTMENT SAN FRANCISCO

Local Workforce Investment Board for the City and County of San Francisco

NOTICE OF A PUBLIC MEETING
OF THE
YOUTH COUNCIL OF THE
WORKFORCE INVESTMENT SAN FRANCISCO BOARD

Date:	Wednesday, April 9, 2008
Time:	4:00 p.m. – 6:00 p.m.
Location:	**Human Services Agency** **170 Otis, Born Auditorium** **San Francisco, CA. 94103**

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(Chapter 67 of the San Francisco Administrative Code)

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To obtain a free copy of the City's Sunshine Ordinance or to report a suspected violation, contact:

Adele Destro, Interim Administrator
Sunshine Ordinance Task Force
City Hall, Room 244
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4683
Telephone: 415-554-7724 Fax: 415-554-5163
E-mail: sotf@sfgov.org
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OTHER ACCOMMODATIONS

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Issued: Wednesday, April 2, 2008

AGENDA FOR
MEETING OF THE
YOUTH COUNCIL OF THE WISF BOARD
WEDNESDAY APRIL 9, 2008

Public Testimony will be taken throughout the meeting

1. Adoption of the Agenda *(Action Item)*
2. Adoption of the Minutes *(Action Item)**   a. January 10, 2008   b. February 20, 2008
3. Director's Report *(Discussion Item)*   a. Workforce Services Request for Proposals
4. New Youth Council *(Discussion Item)**   a. Recruitment of New Members   b. Orientation of New Members
5. Chair's Report *(Discussion Item)*
6. Public Testimony on Non-Agenda Items *(Discussion Item)*
7. Future Agenda Items *(Discussion Item)*
8. Recognition of Youth Council Members *(Discussion Item)*
9. Adjournment (*Action Item*)

***Materials Included**

PLEASE NOTE THAT THIS MEETING WILL BE HELD AT 170 OTIS IN BORN AUDITORIUM FROM 4:00-6:00PM

ATTACHMENT #1
(SEE AGENDA ITEM #4a)

YOUTH COUNCIL MEMBERSHIP

The WIA specifies the categories of members who must be represented on the Youth Council. These are presented in the column on the left. In addition to the required Council members named in WIA, examples of organizations and individuals for your consideration for Youth Council membership are presented in the middle column. Criteria that could be considered when identifying members are listed in the column on the right.

The Act states that membership:

(A) shall include:

(i) members of the local board…with special interest or expertise in youth policy;

(ii) representatives of youth service agencies, including juvenile justice and local law enforcement agencies;

(iii) representatives of local public housing authorities;

(iv) parents of eligible youth seeking assistance under this subtitle;

(v) individuals, including former participants, and representatives of organizations, that have experience relating to youth activities; and

(vi) representatives of the Job Corps, as appropriate; and

(B) may include such other individuals as the chairperson of the local board, in cooperation with the chief elected official determines to be appropriate

Examples of organizations and individuals to consider:

- Businesses (chief executive officer or human resources director)
- Organized labor leader
- School district superintendent
- School district director of guidance or pupil personnel services
- College or University president
- County or municipal Youth Bureau director
- WIA youth services director
- STW partnership coordinator
- Executive director of community-based organization that serves youth
- Department of Labor regional director
- Executive of agency that serves individuals with disabilities
- One-Stop Career Center manager
- Adult education director
- Alternative education program director
- County social services commissioner
- Regional or local providers of substance abuse services
- Health department director or commissioner
- Faith-based youth leader
- Local or County Youth Services Depts.

Criteria that could be considered when identifying members:

- Meets membership requirements under WIA
- Includes several WIB members who meet Youth Council membership requirements
- Represents a significant customer group, e.g., employers
- Represents a significant provider of youth workforce development services, e.g., secondary education
- Represents a significant target population or special need, e.g. disabilities
- Represents geographic diversity
- Represents racial and ethnic diversity
- Represents more than one membership category, e.g., a business representative who is a school board member
- Demonstrates interest and willingness to contribute to the work of the Council
- Experience and effectiveness as a decision-maker
- Effective relationship and coordination with elected officials

Worksheet for Identifying Youth Council Members

Category Required by the Workforce Investment Act	Possible Organizations to Consider	Strategies for Engagement
(i) members of the local board…with special interest or expertise in youth policy;		
(ii) representatives of youth service agencies, including juvenile justice and local law enforcement agencies;		
(iii) representatives of local public housing authorities;		
(iv) parents of eligible youth seeking assistance under this subtitle;		
(v) individuals, including former participants, and representatives of organizations, that have experience relating to youth activities;		
(vi) representatives of the Job Corps		
Education		
Employers		
Labor		
Youth		
Others		

ATTACHMENT #2
(SEE AGENDA ITEM #4a)

Roles of Youth Council[1]

There are a variety of roles a Youth Council may assume. The following presents the roles described in the WIA as well as other specific roles that a Youth Council might assume.

Roles Described in the WIA

The charge for the Youth Council *(Section 117(h)(4))* is to:

- Develop the portions of the local workforce investment plan pertaining to eligible youth under WIA, as determined by the chair of the local WIB;
- Recommend eligible youth service providers to be awarded grants or contracts on a competitive basis to carry out youth activities under WIA, subject to approval of the local WIB;
- Conduct oversight with respect to eligible providers of youth services in the local area;
- Coordinate youth activities that include:
    - academic and employment skill-building;
    - connections to employers;
    - mentoring opportunities;
    - training opportunities;
    - incentives for recognition and achievement; and
    - leadership, development, decision-making, citizenship, and community service opportunities.
- Carry out other duties as determined appropriate by WIB Chair.

Other Roles that Youth Council Might Assume

- Oversee youth service planning process
- Determine youth and employer service needs, gaps, and duplications
- Design and develop a system of youth workforce development services
- Undertake collaborative planning for local youth workforce development activities
- Explore and leverage public and private resources
- Make funding decisions
- Develop collaborative RFPs for local youth workforce development services/service delivery
- Set standards and performance measures for services, quantifying and tracking responsiveness to the needs of both youth and employers
- Oversee, assess and recommend providers
- Monitor and evaluate youth workforce development services
- Develop and sponsor interagency training
- Advocate on behalf of youth workforce development services

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[1] (Adapted from the *Youth Council Toolkit: Information And Options For Forming Youth Councils Under The Workforce Investment Act)*

ATTACHMENT #3
(SEE AGENDA ITEM #4b)

SAN FRANCISCO YOUTH COUNCIL STRATEGIC PRIORITIES

(Adopted 01/14/04)

OUR VISION: ALL YOUTH---ONE SYSTEM:

Our vision is that San Francisco offers a comprehensive and coordinated system of care, which provides a continuum of quality services to ensure that all youth are equipped with the skills, knowledge and abilities to prepare them for successful employment, academic and life choices by age 25.

The conditions one would find in a comprehensive youth serving system include, but are not limited to:

- Youth are aware of options/services available to them;
- Environments for learning and services are safe;
- Networks of support for youth are available and apparent;
- Caring adults are involved in supporting youth to attain goals;
- Access is present for achieving educational and employment support;
- A continuum of care exists that supports all areas of youth development;
- The investments made are strategic and connected to other resources;
- Services and support are ongoing and outcome based, not time/age based;
- Intake, referral and assessments are common and shared between agencies;
- Neighborhoods are receiving services that address local concerns;
- Individual service plans exist for youth and are used across agencies.

MISSION/PURPOSE:

To ensure quality, safe and healthy learning environments and opportunities, built on youth development principles, which lead to a high school diploma or certificate, and successful transitions to work or further education.

PRIMARY STRATEGIES:

I. Focus on occupational preparation that leads to youth employment and successful transitions.
II. Emphasize HS graduation or certification as minimum performance expectations.
III. Target investments to at-risk, out-of-school youth, those in-school who are not on track to graduate, youth in the juvenile justice and foster care system, and pregnant and parenting teens.
IV. Engage youth in leadership roles and evaluation functions to assure service designs support a comprehensive youth development system.
V. Create a high level of agreement between organizations (DHS, SFUSD, DR, DCYF, and Juvenile Probation) to allow for seamless program delivery.
VI. Support and finance neighborhood-based youth centers.

SUPPORTIVE STRATEGIES:

I. Engage the private sector in creating more youth employment opportunities connected to youth's career aspirations.
II. Create common intake, referral, assessment tools and strategies, including an individual youth plan for shared accountability of those served. "hand-off, not drop-off".
III. Invest in contractors who are leveraging multiple funding streams and providing comprehensive services either themselves or with partners.
IV. Mobilize, expand and align adult mentors to support youth beyond funded activities or timelines.
V. Align RFP's and agency policies from primary youth investors to create a comprehensive service strategy until age 25.
VI. Balance investments to assure capacity building of staff and system-building efforts.
VII. Develop agreements with SFUSD to support in-school and out-of-school alternative systems for student achievement.

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